

CORPUS CHRISTI COLLEGE, OXFORD

EMPLOYEE HANDBOOK

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CORPUS CHRISTI COLLEGE, OXFORD

INTRODUCTION

The Governing Body of the College greatly values the contribution made by the staff to the life of the College, and recognises that all members of staff play an important role in the continued academic, social and financial success of the College. One of the long-term aims of the College is to ensure that the College is, and is seen to be, an excellent employer. You will be expected to be an effective member of your particular team and to work well on the College's behalf. This is not our only objective: it also matters that you enjoy your work, place a value on what you do, and increase your fulfilment through training and advancement whenever possible.

The corporate designation of the College is 'The President and Scholars of the College of Corpus Christi in the University of Oxford'.

Corpus was founded in March 1517 by Richard Fox, Bishop of Winchester- one of the leading statesmen in the reigns of Henry VII and Henry VIII- and was originally to be a monastic institution. Fox was persuaded by Hugh Oldham, Bishop of Exeter, to change his plans, and the College became a secular place of learning which has developed a long history of scholarship, and despite being the smallest undergraduate college, now has an enviable reputation for excellence.

We currently have about 250 undergraduates reading for a first degree, with about 100 graduate members reading for higher degrees. The students read a wide variety of subjects, and nearly all live in College accommodation either on the main site in Merton Street or in the various College houses in the city, including the Liddell Building on Iffley Road

The College is governed by a Governing Body of 36 Fellows, presided over by the President and the staff of the College are responsible either to the Bursar, who looks after the Estates, Finance and Administration of the College, or to the Domestic Bursar who is responsible to the Governing Body for the Domestic arrangements.

There are three terms in each academic year of ten weeks' duration (weeks 0 to 9), called Michaelmas, Hilary and Trinity. During term and the vacations, conferences, seminars, meetings and other private functions take place in College, and these are considered a major part of the College's activities.

The success of any organisation and that of its employees depends very largely on the employees themselves, and so we look to you to play your part as we shall continue to play ours.

We provide equal opportunities and are committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the College. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

We will not condone any discriminatory act or attitude in the conduct of our business with the public or our employees. Acts of harassment or discrimination on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability are disciplinary offences.

We welcome you and express our sincere hope that you will be happy here in our team. We ask that you study carefully the contents of this employee handbook as, in addition to setting out our rules and regulations, it also contains a great deal of helpful information.

JOINING OUR ORGANISATION

A) PROBATIONARY PERIOD

You join the College on an initial probationary period of three months or as indicated in your offer letter. This does not prejudice our right to dismiss in accordance with the notice provisions contained in your individual statement of main terms of employment (form SMT), or without notice for reasons of gross misconduct, should this be necessary. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

B) JOB DESCRIPTION

You have been provided with details of your duties of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues.

C) EMPLOYEE TRAINING

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

D) PERFORMANCE AND REVIEW

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

E) JOB FLEXIBILITY

The College may require that you, when necessary, assist with alternative duties within the College. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential from our work force.

F) MOBILITY

Although you are usually employed at one particular site, in the College it is a condition of your employment that you may be required, if necessary to work at any of our other sites. This mobility is essential to the smooth running of the College.

WAGES AND SALARIES, ETC.

A) ADMINISTRATION

1. Payment

a. For weekly paid staff the pay week ends on Saturday midnight. Wages are available each Thursday.

b. For salaried staff the pay month is the calendar month. Basic salaries are paid by the last day of the current month and overtime payments are paid in arrears.

c. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.

d. Any pay queries which you may have should be raised with your Head of Department, or in their absence the Domestic Bursar or the Bursar.

2. Overpayments

If you are overpaid for any reason you must immediately inform your Head of Department. The total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3. Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them if making enquiries with the Inland Revenue or DSS, or if completing a self-assessment form.

B) LATENESS/ABSENTEEISM

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

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

3. If you arrive for work more than one hour late without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the shift/day without pay.

C) MATERNITY/PATERNITY LEAVE AND PAY

You are entitled to maternity/paternity leave and pay in accordance with the current statutory provisions. If you become pregnant you should notify the Domestic Bursar at an early stage so that your entitlements and obligations can be explained to you.

D) ENHANCED MATERNITY POLICY

The college subscribes to the Oxford University enhanced maternity pay scheme, details of the scheme are available from the Domestic Bursar.

HOLIDAY ENTITLEMENT AND CONDITIONS

A) ANNUAL HOLIDAYS

1. Your holiday year begins on 1st October and ends on 30th September each year.
2. Your annual holiday entitlement is shown in your individual statement of main terms of employment (form SMT).

B) CONDITIONS APPLYING TO YOUR ANNUAL HOLIDAY ENTITLEMENT

1. All holiday requests must be approved by your Department Head before making any firm holiday arrangements.
2. Holiday requests will be considered on a "first come - first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.
3. You should give at least four weeks' notice of your intention to take holidays and one week's notice is required for odd single days.
4. You may not normally take more than two working weeks consecutively.
5. Your holiday pay will be at your normal basic pay.
6. In addition to the annual holiday entitlement the following additional days are given to cover the Christmas and Easter vacations: four working days at Easter, five working days at Christmas.
7. In the event of the termination of your employment any holidays accrued but not taken will be paid for. However, in the event of your having taken holidays which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary. This is an express written term of your contract of employment.

C) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays and to any additional payment which may be made for working on a public/bank holiday is shown in your individual statement of main terms of employment (form SMT).

SICKNESS/INJURY PAYMENTS AND CONDITIONS

A) NOTIFICATION OF INCAPACITY FOR WORK

1. You must notify the College by telephone on the first day of incapacity and at the earliest possible opportunity. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. Notification should be made personally (or if you are unable to do so, then by a relative, neighbour or friend), to your Head of Department.
2. If your incapacity extends to more than seven days you are required to notify the College of your continued incapacity once a week thereafter.

B) EVIDENCE OF INCAPACITY

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

C) PAYMENTS

1. You are entitled to statutory sick pay (SSP) if you are absent because of sickness or injury provided you meet the criteria in the current SSP regulations. When you are absent for four or more consecutive days you will be paid SSP by us if you are eligible. This is treated like wages and is subject to normal deductions.
2. Qualifying days are the only days for which you are entitled to SSP. These days will be 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.
3. Any contractual sickness/injury payments are shown in your individual statement of main terms of employment (form SMT).
4. 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.
5. 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.
6. 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.

D) RETURN TO WORK

1. You should notify your Head of Department as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
2. If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to the Domestic Bursar.

E) GENERAL

1. Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence, may not always be regarded by the College 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 the College.
2. In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.
3. We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.
4. If we consider it necessary, we may ask your permission to contact your doctor or for you to be independently medically examined by the College Doctor or a nominated consultant. If so requested by the College, permission must be given for the College's medical advisor to contact your own general practitioner.

SICKNESS SELF-CERTIFICATION ABSENCE

Form SCA

This form should be completed on your return to work following any period of sickness.

If you are returning to work after a period of sickness of more than 7 calendar days a medical certificate or certificates should already have been provided to cover the period of absence in excess of these first seven days.

NAME:			
Dates of sickness (Including non-working days)			
FROM	_____ am/pm _____ day _____ date	TO	_____ am/pm _____ day _____ date
Dates of absence			
FROM	_____ am/pm _____ day _____ date	TO	_____ am/pm _____ day _____ date
Details of sickness or injury			
<p>Did you consult a Doctor? YES/NO. If YES please give details of: Doctor's name, address, date of visit, treatment received and any current treatment. If NO please state why not.</p>			
Declaration			
<p>I certify that I was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.</p> <p>I acknowledge that false information will result in disciplinary action.</p> <p>I hereby give my employer permission to verify the above information.</p>			
Signed _____ (employee)	Acknowledged _____ (for employer)		
Date _____			

OTHER BENEFITS

A) PENSION SCHEME

We have a contributory pension scheme which you will be able to join if you choose to do so; details of this are available separately from the College Accountant.

B) HEALTH CARE INSURANCE

You and any member of your family, may be considered for our health care insurance scheme, which is contributory at discounted rates. Details are available separately from the Domestic Bursar.

C) PERSONAL ACCIDENT INSURANCE

All employees who are not in the USS pension scheme are covered against personal injury which results in death or disablement. Details are available separately from the Domestic Bursar.

D) STAFF MEALS

Your Head of Department will give you details of any meal arrangements which apply to you.

SAFEGUARDS

A) RIGHTS OF SEARCH

1. Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on College premises, we would ask all employees to assist us in this matter should we feel that such a search is necessary. These searches do not imply suspicion in relation to any individual concerned.

B) CONFIDENTIALITY

1. All information that:-
 - a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - b. relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - c. has not been made public by, or with our authority,shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.
2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

C) COPYRIGHT

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

D) INVENTIONS/DISCOVERIES

1. An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:-
 - a. in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
 - b. outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these;
 - c. during the course of any of your duties and at the time you had a special obligation to further our interests arising from the nature of those duties and your particular responsibilities.

E) COMPUTER VIRUS PROTECTION PROCEDURES

1. In order to prevent the introduction of virus contamination into the software system the following must be observed:-
 - a. Unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used.
 - b. All software must be approved by the College's I.T. Systems Manager before being used.

F) E-MAIL AND INTERNET POLICY

1. Introduction

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

2. Internet

Where appropriate duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, leave an individual liable to disciplinary action which could lead to dismissal.

3. E-Mail

The use of the E-Mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the College's position on the correct use of the E-Mail system.

4. Procedures - Authorised Use

- a) Unauthorised or inappropriate use of the E-Mail system may result in disciplinary action which could include summary dismissal.
- b) The E-Mail system is available for communication and matters directly concerned with the legitimate business of the college. Employees using the E-Mail system should give particular attention to the following points:-
 - i) E-Mail messages and copies should only be sent to those for whom they are particularly relevant.
 - ii) E-Mail should not be used as a substitute for face to face communication or telephone contact. Flame mails (i.e. E-Mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
 - iii) if E-Mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The college will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system.

- iv) offers or contracts transmitted by E-Mail are as legally binding on the company as those sent on paper.
- c) The College will not tolerate the use of the E-Mail system for unofficial or inappropriate purposes, including:-
 - i) any messages that could constitute bullying, harassment, statements which could in any way be contrived to be defamatory however innocent you consider them to be, or other detriment.
 - ii) excessive personal use (e.g. social invitations, personal messages, jokes, cartoons, or other private matters).
 - iii) on-line gambling.
 - iv) accessing or transmitting pornography.
 - v) transmitting copyright information and/or any software available to the user.
 - vi) posting confidential information about other employees, the company or its customers or suppliers.

YOU MUST NOT

1. Respond to "Junk Mail" or give warnings to new E-mail viruses (other than to College IT staff).
2. Forward or respond to chain letter- type E-mail.

Users of the College computer network are reminded that they are bound by the rules relating to the use of the University network.

G) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to College business will be given only by a member of the Governing Body.

STANDARDS

A) WASTAGE

1. The College maintains a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations.
2. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this:-
 - a. Handle machines, equipment and stock with care.
 - b. Turn off any unnecessary lighting and heating. Keep doors closed whenever possible and do not allow taps to drip.
 - c. Ask for other work if your job has come to a standstill.
 - d. Start with the minimum of delay after arriving for work and after breaks.
3. The following provision is an express written term of your contract of employment:-
 - a. Any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement.
 - b. Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to re-imburse to us the full or part of the cost of the loss.
4. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

B) STANDARDS OF DRESS

As you are liable to come into contact with Students, Fellows, Conference visitors and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where a uniform is provided, these must be worn at all times whilst at work and laundered on a regular basis. Where no uniform is provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

C) HOUSEKEEPING

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

SAFETY, WELFARE AND HYGIENE

A) SAFETY

1. You should make yourself familiar with the College Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
2. You must not take any action which could threaten the health or safety of yourself, other employees, college members or members of the public.
3. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear is your responsibility.

B) STAFF ROOM

We provide a staff room for your use, which must be kept clean and tidy at all times.

C) HYGIENE

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

D) HYGIENE FOR FOOD HANDLERS

1. You must wash your hands immediately before commencing work and after using the toilet.
2. Any cut or burn on the hand or arm must be covered with an approved dressing.
3. Head coverings and overalls/uniforms, where provided, must be worn at all times.
4. No jewellery should be worn, other than wedding rings, without the permission of the Manciple.
5. You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
6. If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
7. 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.

GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

A) CHANGES IN PERSONAL DETAILS

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

B) OTHER EMPLOYMENT

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

C) TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your Head of Department and will normally be without pay.

D) BEREAVEMENT/COMPASSIONATE LEAVE

Individuals' reactions to bereavement or family illness vary greatly and the setting of fixed rules for time off for the death or illness of a close relative, for example spouse, child, parent, brother, sister, in-law, is therefore inappropriate. In such cases you should discuss your circumstances with your Head of Department and agree appropriate time off, which will normally be with pay.

E) PARENTAL LEAVE

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

F) TIME OFF FOR DEPENDANTS

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

G) TRAVEL EXPENSES

We will reimburse you for costs involved whilst travelling on College business, details of which will be issued separately.

H) COMMUNICATIONS

We will try to keep you informed about items of interest by means of College notice or memo.

I) EMPLOYEES' PROPERTY

We do not accept liability for any loss of, or damage to, property which you bring onto the premises. You are requested not to bring personal items of value onto the premises.

J) LOST PROPERTY

Articles of lost property should be handed to the Porters' Lodge and they will be retained whilst attempts are made to discover the owner.

K) TELEPHONE CALLS

Telephones are essential for our business. Personal telephone calls are allowed only in the case of emergency.

L) BUYING OR SELLING OF GOODS

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

M) COLLECTIONS FROM EMPLOYEES

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

N) FRIENDS AND RELATIVES CONTACT

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

O) LONG SERVICE AWARDS

Any member of staff who has been employed by the College for 25 years will be entitled to a long service award.

P) STAFF SOCIAL ACTIVITIES

A Staff Party, paid for by the Governing Body, is usually held each year in January for all members of staff and College Pensioners, who are each entitled to invite one guest. In addition to this, there are other staff social events organised by a Staff Social Committee upon which there are representatives of all departments. These events often include days out to the seaside or the races, and are funded by fund-raising activities also organised by the Committee. You are warmly invited to participate in all or any of these activities, and your Head of Department will be pleased to tell you about them.

Q) COLLEGE CHAPLAIN AND COLLEGE NURSE

The Chaplain is available to all members of the College community and this, of course, includes the College staff. She is pleased to give guidance, advice (or just be a good listener) should you wish to speak to her about any personal, family, religious or spiritual matter. She has rooms on Staircase 2. The Nurse is normally in College (during term time only) from 9.30 am. to 10.30 am. each weekday (including Saturday), and is happy to be consulted about any medical or related matter. She has a small surgery on the first floor of the Old Lodgings. All matters discussed with the Chaplain or Nurse will be entirely confidential.

R) MAKING A PROTECTED DISCLOSURE

In accordance with statute you will have legal protection if you make a disclosure about your employer or someone who is employed by this college. In the first instance, we encourage you to speak to your Head of Department or the Bursar.

CAPABILITY AND CAPABILITY DISMISSAL PROCEDURES

A) INTRODUCTION

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

B) JOB CHANGES

1. If the nature of your job changes and The College have concerns regarding your capability, we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. This will be done in an informal manner in the first instance and you will be given time to improve.
2. If your standard of performance is still not adequate you will be forewarned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
3. If we cannot transfer you to more suitable work and there is still no improvement after a reasonable time, you will be issued with a final reminder that you will be dismissed unless the required standard of performance is achieved and maintained.
4. If such improvement is not forthcoming after a reasonable period of time, you will be dismissed.

C) PERSONAL CIRCUMSTANCES

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

D) SHORT SERVICE STAFF

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

DISCIPLINARY AND DISCIPLINARY DISMISSAL PROCEDURES

A) INTRODUCTION

1. It is necessary to have a minimum number of rules in the interests of the whole organisation.
2. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment.
3. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.
4. The following rules and procedures should ensure that:-
 - a. you are fully aware of the standards of performance, action and behaviour required of you
 - b. disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
 - c. 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
 - d. other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process
 - e. you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct
 - f. if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

B) DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences which 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.

C) CRIMINAL OFFENCES

If you are charged with a criminal offence outside of the working situation you must inform the Bursar of the nature of the offence and charge. If the offence or charge substantially affects your capacity to work or clearly indicates unsuitability for the kind of work which employed to do may result in disciplinary action that ultimately may result in dismissal.

C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT
(these are examples only and not an exhaustive list)

1. You will be liable to disciplinary action if you are found to have acted in any of the following ways:-
 - a. failure to abide by the general health and safety rules and procedures
 - b. smoking in designated non smoking areas
 - c. consumption of alcohol on College premises without permission
 - d. lateness on more than one occasion in a week or on more than three occasions in a month or persistent absenteeism
 - e. unsatisfactory standards or output of work
 - f. rudeness towards, members of the public, members of the college or other employees, objectionable or insulting behaviour, harassment, bullying or bad language
 - g. failure to devote the whole of your time, attention and abilities to College business and its affairs during your normal working hours
 - h. failure to carry out all reasonable instructions or follow our rules and procedures, which includes the correct operation of any College Security Systems (where applicable).
 - i. unauthorised use or negligent damage or loss of our property
 - j. failure to report immediately any damage to property or premises caused by you
 - k. use of College vehicle without approval or the private use of College vehicle without authorisation
 - l. failure to report any incident whilst driving the College vehicle, whether or not personal injury or vehicle damage occurs
 - m. if your work involves driving, failure to report immediately any type of driving conviction or summons which may lead to your conviction
 - n. carrying unauthorised goods or passengers in our College vehicles or the use of our vehicles for personal gain.

D) SERIOUS MISCONDUCT

1. 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.
2. You may receive a final written warning as the first course of action if in an alleged gross misconduct disciplinary matter, upon investigation, it is shown to have some level of mitigation and is treated as an offence just short of dismissal.

E) RULES COVERING GROSS MISCONDUCT
(these are examples only and not an exhaustive list)

1. You will be liable to summary dismissal if you are found to have acted in any of the following ways:-
 - a. grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment
 - b. dangerous behaviour, fighting or physical assault
 - c. incapacity at work or poor performance caused by intoxicants or drugs
 - d. possession or use of illicit drugs
 - e. deliberate falsification of any records (including time sheets, absence records and so on, in respect of yourself or any fellow employee)
 - f. undertaking private work on College premises and/or in working hours without express permission
 - g. taking part in activities which result in adverse publicity to the College, or which causes the College to lose faith in your integrity
 - h. theft or unauthorised possession of money or property, whether belonging to the College, another employee, or a third party
 - i. destruction/sabotage of our property, or any property on the premises
 - j. serious breaches of the health and safety rules which endanger the lives of employees, or any other person
 - k. gross insubordination and/or continuing refusal to carry out legitimate instructions
 - l. abuse of the personal harassment policy
 - m. bringing the College name into disrepute.

F) DISCIPLINARY PROCEDURE

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

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
UNSATIS-FACTORY CONDUCT	Formal verbal warning	Written warning	Final written warning	Dismissal

MISCONDUCT	Written warning	Final written warning	Dismissal	

SERIOUS MISCONDUCT	Final written warning	Dismissal		

GROSS MISCONDUCT	Dismissal			

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

G) DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section is based on the following authority at the various levels of disciplinary action.

Formal verbal warning	Head of Department/Domestic Bursar/Bursar
Written warning	Domestic Bursar/Bursar
Final written warning	Domestic Bursar/Bursar
Dismissal	Domestic Bursar/Bursar

H) 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 12 month period.

3. Final written warning

A final written warning will normally be disregarded after a 12 month period.

I) GENERAL NOTES

1. If you are in a supervisory or managerial position then demotion to a lower status may be considered as an alternative to dismissal except in cases of gross misconduct.
2. In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.
3. Gross misconduct offences will result in dismissal without notice.
4. You have the right to appeal against any disciplinary action.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

1. The capability/disciplinary rules and procedures which form part of your contract of employment incorporate the right to lodge an appeal in respect of any capability/disciplinary action taken against you.
2. If you wish to exercise this right you should apply either verbally or in writing to the specified senior member of the College. Appeals must be made within seven days of the capability/disciplinary action.
3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is either too severe, inappropriate or unfair in the circumstances.
4. The capability/disciplinary appeal procedure will normally be conducted by a senior member of the College not previously connected with the disciplinary process so that an independent decision into the severity and appropriateness of the capability/disciplinary action can be made.
5. If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.
6. You may be accompanied at the appeal hearing by a fellow employee of your choice, who may act as a witness or speak on your behalf, and the result of the appeal will be made known to you in writing within 14 working days after the hearing.
7. If you are still dissatisfied then you may take the matter to the President and/or Committee of the Governing Body nominated by the President. This is the final stage of the capability/disciplinary appeal process.

GENERAL DISMISSAL AND APPEAL PROCEDURES

This section of the Employee Handbook does not form part of your Contract of Employment but the procedures set out below may apply, where legally required, in the specific circumstances described in your individual Statement of Main Terms of Employment.

Step 1: Statement of grounds for action and invitation to meeting.

- Your alleged conduct or characteristics, or other circumstances, which lead us to contemplate dismissing or taking disciplinary action against you, will be set out in writing.
- This statement, or a copy of it, will be sent to you and you will be invited to attend a meeting to discuss the matter.

Step 2: Meeting.

- The meeting will take place before action is taken, except in the case where disciplinary action consists of suspension.
- The meeting will not take place unless:
 - (a) you have been informed what the basis was for including in the statement, under Step 1, the ground or grounds in it; and
 - (b) you have had a reasonable opportunity to consider your response to that information.
- You must take all reasonable steps to attend the meeting.
- After the meeting, you will be informed of the decision and notified of the right to appeal against the decision if you are not satisfied with it.

Step 3: Appeal.

- If you wish to appeal, you must inform us.
- If you inform us of your wish to appeal, you will be invited to attend a further meeting.
- You must take all reasonable steps to attend the meeting.
- The appeal meeting need not take place before the dismissal or disciplinary action takes effect.
- After the appeal meeting you will be informed of the final decision.

General Requirements:

The following requirements will be adhered to in respect of the above procedures (so far as applicable):

- Each step and action under the procedure will be taken without unreasonable delay.
- Timing and location of meetings will be reasonable.
- Meetings will be conducted in a manner that enables both parties to explain their cases.

In the case of appeal meetings, which are not the first meeting, we will, so far as is reasonably practicable, be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).

GRIEVANCE PROCEDURE

1. It is important that if you feel dissatisfied with any matter relating to your work you should have an immediate means by which such a grievance can be aired and resolved.
2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record but if you wish your grievance to be formally recorded and investigated, please make this clear at the outset.
3. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should:-
 - a. first raise the matter with the person specified in your statement of main terms of employment (form SMT) either verbally or in writing
 - b. explain fully the nature and extent of your grievance. If you wish, a fellow employee can be present with you to help you to explain the situation more clearly.
4. If the problem has not been resolved within ten working days you should bring the matter to the attention of the President who may appoint a Committee of the Governing Body to consider it. The decision reached at this stage will be given in writing within 14 days. This is the final stage of the grievance procedure.

PERSONAL HARASSMENT POLICY AND PROCEDURE

A) INTRODUCTION

1. Many people in our society are victimised and harassed as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
2. Personal harassment takes many forms but whatever form it takes, personal harassment is always serious and is totally unacceptable.

B) POLICY

The College deplores all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

C) COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal complaint

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser.

2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the College Nurse, the College Chaplain or other member of the College Harassment Panel as a formal written complaint.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

D) GENERAL NOTES

1. If the report concludes that the allegation is well founded, the harasser will be subject to disciplinary action in accordance with our disciplinary and disciplinary dismissal procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.
2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

TERMINATION OF EMPLOYMENT

A) RETIREMENT

The national default retirement age is 65. The College policy is for all employees to retire at the end of the month in which they are 65. The College will notify employees of their forthcoming retirement not more than 12 months and not less than 6 months beforehand of the intended date of retirement.

You will have a statutory right to request to work beyond 65 and details of this process will be advised in the letter notifying the employee of the intended date of retirement.

The College has a duty to consider any request received from an employee to work beyond 65, however the College does not necessarily have to agree to the request

B) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment.

C) RETURN OF VEHICLES

On termination of your employment you must return the College vehicle to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

D) RETURN OF OUR PROPERTY

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

COLLEGE EQUALITY POLICY to be confirmed by the Governing Body on 11th May 2011

Statement

The College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of the College require that all the staff are afforded equal opportunities within employment and that entry into employment with the College and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion, sex or sexual orientation.

In relation to students the College aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

This policy statement is supported by employment equal opportunities policy and codes of practice for staff, College rules on harassment.

Equality Policy

1. The College is committed to promoting equality of opportunity and avoiding discrimination.

Background

2. The Equality Act 2010 has placed a general duty on public authorities, including the College, to promote equality and in particular to:
 - eliminate unlawful discrimination
 - promote equality of opportunity; and
 - promote good relations between people of different protected groups relating to age, disability, race, religion or belief, sex and sexual orientation.
3. The Act has placed further specific duties on Higher Education Institutions to publish an Equality Policy and an action plan for its implementation, and to put in place appropriate monitoring and audit to allow for effective assessment of the impact of the policy and constructive development of new policies and the enhancement of existing policies.
4. This policy has been developed with regard to the guidance and code of practice issued by the Equality and Human Rights Commission.

Commitment

5. To support these aims the College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of discrimination, whether direct or indirect, and to promote good relations between different protected groups.
6. Any discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

Consultation

7. At all stages in the implementation and review of this policy, consultation will be a key feature. This will include all staff and students and in particular those from different affected groups, and other interested and relevant groups within the College.

Community partnership

8. The College will incorporate into the development and implementation of outreach activities, an awareness of the need to promote equality and good relations between different protected groups.

Guidance, support and training

9. Appropriate guidance, support and training will be provided to members of staff to ensure that the College's commitment to equality is fully achieved. The purpose of training is to inform individuals and also to ensure that principles underlying the Equality Policy underlie decision-making processes throughout the College.

Monitoring and auditing

10. The College will put in place arrangements to monitor, by reference to different groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are to be collated by the College's Senior Tutor, Tutor for Admissions and Bursar (as appropriate) and reported to the Governing Body.
11. In addition to the monitoring and assessment arrangements already in place, the College is putting in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that the College is able to identify possible improvements in its practices, whether in relation to teaching, learning and assessment; management and governance; admissions, access and participation; students' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.
12. The College's Equality data will be reviewed by the College Equality Committee twice a year or as required and the policy and practice modified and developed as necessary.

Responsibilities

13. The *Governing Body* is responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.
14. The *President* is responsible for providing leadership in the promotion and implementation of the Action Plan.
15. The College has established an *Equality Committee* as a committee of the Governing Body of Corpus Christi College. It will be responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the college's Equal Opportunities Policy in relation to staff, students, visitors and others closely associated with the college.
16. The Equality Committee will meet each term or as required, and report to the Governing Body as to the effectiveness of the college's equal opportunities policies and procedures.
17. The Equality Committee will be chaired by the President and will also comprise the Senior Tutor, the Bursar, the Domestic Bursar, the Tutor for Admissions, Tutor for Graduates, tutor for Women, Tutor for Men, the Dean, the Chaplain, and representatives of the JCR and MCR. The committee will also co-opt as members of the committee non-academic staff member/s and/or others as appropriate.
18. *All College Committees* are responsible for ensuring that this policy is embedded in their duties and functions in relation both students and staff

19. *All those with managerial responsibilities* have a duty to take forward specific actions under this policy as identified in the action plan in addition to the general duties under the Act.

Contractors and service providers

The College's procurement policies will address, where appropriate the obligation to promote race equality and good relation between different racial groups.

Review

20. The Equality Policy will be reviewed annually to assess its effectiveness. Governing Body will undertake the review during Hilary Term, through regular monitoring of the action plans and the reports prepared by the Equality Committee.

Publication

21. The College will publish the equality policy and will update this policy in the light of each review. This will include provision of information on consultation undertaken as part of the assessment and monitoring process.

COLLEGE EMPLOYMENT EQUAL OPPORTUNITY POLICY

Statement

1. We recognise that unfair discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary investigation and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, race, religion, or belief, sex and sexual orientation.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
5. We will maintain a positive working environment in which no worker feels under threat or intimidated.

Recruitment and selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

2. Promotion and advancement will be made on merit, and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not generally confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short-listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

Training and Promotion

1. All managers will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring will involve:-
 - a. the collection and classification of information given voluntarily regarding the age, disability, race, sex and sexual orientation of all current employees
 - b. the examination by age, disability, race, sex and sexual orientation of the distribution of employees and the success rate of the applicants
 - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy.