Welcome to the University of Chester. This Handbook is designed to help you settle into your employment quickly and effectively. It contains a wide range of information which we hope you will find useful.

The University was founded by the Church of England in 1839 to prepare students, within an institution guided by Christian values, for careers of service. This mission, which has determined its development and diversification, continues to inform the University’s development.

You will learn more about the University’s history and values during your induction training.

The University operates from campus sites at Chester, Warrington and Thornton, and has teaching bases at five NHS Trusts in Cheshire and the Wirral. A map of each of the main campus sites is included at the back of this Handbook and is also available on the University’s corporate website at:

www.chester.ac.uk
ARRANGEMENT OF SECTIONS

This Handbook is arranged in the following sections:

- Health, Safety and Welfare
- Diversity and Equality
- Employment
- Facilities

Each section contains summaries of relevant University employment policies and procedures and other useful information. The policy summaries are just that and should not be relied upon as definitive. The title of each policy is given after the summary to aid reference to the full policy document.

These, and many other policies, are available for reference on the University intranet, known as Portal, (Home Page/Support Departments/Human Resources/Policies & Procedures), or printed copies are available from Human Resources on ext 2047.

There is an index at the end of the Handbook to help you find specific items.

There is also a section for you to keep a note of items that you may find useful for future reference.

Last updated: January 2017
HEALTH, SAFETY AND WELFARE

Fire Procedures

All employees should:
■ read the fire notices displayed in the building(s) in which they work
■ know the location of the designated assembly point.

In the event of discovering a fire an employee should:
■ immediately operate the nearest alarm call point and/or sound an alarm
■ attack the fire if possible with the nearest fire appliance provided BUT TAKE NO PERSONAL RISK
■ leave the building and proceed to the assembly point.

In the event of hearing the fire alarm an employee should:
■ leave the building and proceed to the assembly point
■ use the nearest available exit

S/he should not:
■ stop to collect personal belongings
■ re-enter the building
■ use the lifts.

‘Fire Procedures’

First Aid and Accident Reporting

The University provides trained first aiders and first aid facilities to staff, students and visitors to the University, so that initial first aid may be provided in the event of an accident or illness occurring whilst on University premises. Signage detailing the location of the nearest first aider and first aid box is displayed in each University building.

The reporting of accidents and ill health at work is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Details of all accidents, near misses and dangerous occurrences must be entered onto an Adverse Event Report Form.

‘Accident Reporting and First Aid Policy’
Health and Safety

The University Council is responsible for providing a safe and healthy work environment for all its employees and will take all reasonable steps within its power to meet this responsibility.

The Vice Chancellor has overall responsibility for health and safety within the University and will arrange for the implementation of the Council’s policy and support all persons carrying it out.

Health and Safety Advisory Services will advise on all matters affecting health and safety and should be consulted when necessary.

Heads of Department are responsible for the compliance with all health and safety requirements by their staff and by all contractors for whom they are responsible.

All employees are responsible for their own safety and should not do anything which is likely to cause injury or risks to health to other persons. In particular, they should:

- make themselves familiar with, and conform to, the University Health and Safety policy at all times
- observe the safety rules at all times
- wear appropriate safety equipment and use appropriate safety devices at all times
- conform to all instructions given by persons responsible for health and safety
- report all accidents and damage to property
- make appropriate suggestions to improve health and safety
- report all potential hazards.

‘Policy for Health and Safety at Work’.
Misuse of Alcohol, Drugs and Other Substances

The University recognises that addiction to alcohol and drugs is a medical condition and encourages staff who may have a problem to seek help and treatment voluntarily and at an early stage. Whilst alcohol or drug abuse does not excuse poor work performance or misconduct it may be treated as a mitigating factor, and Capability or Disciplinary procedures may be suspended whilst the opportunity is taken to identify and address potential alcohol or drug related problems. However, the University views all instances of misconduct as unacceptable and reserves the right to pursue misconduct through its Disciplinary Procedure and to suspend the employee pending an investigation. Similarly, the University reserves the right to invoke its Capability Procedure where there is impaired work performance.

‘Policy on the Misuse of Alcohol, Drugs and Other Substances’.

Occupational Health Service

The University has a contract with an Occupational Health Service to receive specialist medical advice and guidance on health issues concerning employees and prospective employees to help maintain the health of the workforce.

All referrals to the Occupational Health Service must be made by Human Resources.

Further information on the University’s Occupational Health Service can be obtained from Human Resources.

Sickness Absence and Occupational Sick Pay

The University aims to secure the attendance of all employees throughout the working week. However, it recognises that a certain level of absence may be necessary and employees who are ill will be treated sympathetically. Every effort will be made to assist recovery and safeguard employment but it is recognised that repeated sickness absence can be a significant cost to the University meaning that it is important to manage this effectively. If employees are too unwell to attend work, they must:
- contact their line manager within 1 hour of the time they are expected to start work, explaining the general nature of the illness, the anticipated length of absence and details of any work that may need to be dealt with in their absence
- complete a self-certification form (available on Portal) for any absence of 1 day or more
- provide a Statement of Fitness for Work (‘fit note’/’doctor’s note’) for absences exceeding 7 calendar days. This may specify that an employee is not fit for work, or that they may be fit for work taking into account a GP’s advice.

Failure to provide this documentation will result in the absence being considered as unauthorised.

Employees who are absent for 28 days or more will be referred to the Occupational Health Service – they are expected to attend the appointment which will advise the University with regard to their absence and rehabilitation.

When they return to work after any period of sickness absence, all employees will have a return to work discussion with their manager to:

- discuss the absence
- ensure that they are well enough to return to work
- discuss anything that they may have missed during their absence.

Sickness absence will be monitored and if there is any cause for concern, employees will be invited to a Sickness Absence Review meeting to discuss this and, if appropriate, determine what improvements are to be made. Continued cause for concern may lead to a further Sickness Absence Review meeting, and if no improvements are made then the matter may be referred to the formal stages of the Capability Procedure.

Employees will be allowed reasonable time off to attend medical appointments but every attempt must be made to arrange these appointments at the very beginning or end of the day and the manager must be notified in advance.

Occupational sick pay allowances are dependent upon an employee’s length of continuous service. Employees may be entitled to receive occupational sick pay allowances in any one year period as follows:
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<td>During 1\textsuperscript{st} year of service</td>
<td>1 month’s full pay and (after completing 4 months’ service) 2 months’ half pay</td>
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<td>During 3\textsuperscript{rd} year of service</td>
<td>4 months’ full pay and 4 months’ half pay</td>
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<td>After 3 years’ service</td>
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‘Policy and Procedures for the Effective Management of Sickness Absence’.

**Smoking at Work**

The University is working towards a smoke-free environment and as such, smoking is prohibited on all University sites and facilities, other than in designated smoking areas provided at some sites. The use of e-cigarettes is not permitted inside buildings or vehicles but will be permitted in open spaces. For further information please refer to https://portal.chester.ac.uk/hrms/Pages/smoke-free-campus.aspx.

‘Policy Statement on Smoking at Work’.

**Use of Mobile Phones and Driving**

Employees must not use a hand held mobile phone or similar hand held device (including a hand held radio) when driving a University contract hired, owned, leased or private vehicle whilst on University business. Such devices should be switched off or, in the case of a mobile phone, put on to voicemail mode.

The University will not be responsible for the payment of fines incurred in breach of the relevant Regulations.

‘Policy Statement on the Use of Mobile Phones/Hand Held Devices and Driving’.
Viral, Bacterial and Emerging Diseases

The University has identified the potential risks regarding viral or bacterial diseases, such as swine flu, diphtheria, meningitis etc, spreading within the University and the wider environment. Although the risk from such diseases is slight, the University provides reliable and up to date information on steps to take in the event of such a disease entering the University environment.

The University carries out risk assessments on a regular basis to establish the risk of any viral or bacterial diseases that employees have a possibility of contracting whilst on the premises.

The University recognises that employees may take holidays in countries where viral or bacterial diseases are transmitted and recommends that they follow the advice from their GP or travel agent with regard to immunisation and precautions. If it is apparent upon his/her return to work that an employee is suffering from such a disease, s/he will sent home and advised to contact his/her GP. The aim of the University is to support the employee in achieving a return to work in full fitness.

‘Viral, Bacterial and Emerging Diseases Policy’.

Visual Display Units (VDUs)

The University has issued guidelines for employees who use VDUs (or Display Screen Equipment) as a significant part of their work. Their aim is to reduce the risks to employees of health problems associated with VDU work such as upper limb disorders, temporary eyestrain and fatigue and stress.

Employees who are designated as a VDU user are entitled to an eye examination for which the University will provide a voucher for use at an affiliated Optometrist. If an employee is prescribed glasses solely for VDU use, the University will provide a voucher to cover the basic cost. Further information on the arrangements for eye examinations and vouchers can be obtained from Human Resources on ext 2047.

‘Display Screen Equipment (DSE) Guidelines’.
Workplace Stress

The University wishes to provide long term and rewarding work for its employees and is committed to achieving and maintaining a healthy and safe working environment. While recognising that it is not possible to eliminate all possible causes of stress that an employee may suffer, the University undertakes to identify and take action to prevent those causes that are within its control. In return, it requires that all employees have regard and responsibility for their own health and safety at work and the health and safety of their colleagues. Where an employee is absent from work as a result of stress, the University will provide appropriate support and assistance to facilitate a return to work.

An employee who experiences stress at work is strongly encouraged to discuss this with his/her line manager to seek assistance in reducing the stress and/or assisting in its management. If this is not appropriate, the employee should approach a more senior manager or seek assistance from Human Resources.

In addition, an employee experiencing stress may find it helpful to consult his/her GP and other sources of external support and advice, including family and friends.

‘Mental Health and Wellbeing Policy’. 
DIVERSITY AND EQUALITY

Dignity and Respect

The University is committed to the promotion of equality and the elimination of harassment, bullying and discrimination in all their forms and believes that everyone has a right to work and study in an environment where they are treated fairly and with dignity and respect.

Harassment is defined as unwanted conduct which has the purpose or effect of violating someone’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Bullying is defined as offensive, intimidating, malicious or insulting behaviour. Bullying and harassment may take a variety of forms, be obvious or insidious, and may involve a single incident, if sufficient serious, or a series of incidents.

Allegations of bullying and harassment will be taken seriously by the University and may lead to disciplinary action being taken against the perpetrator. This applies to employees and students, and the policy will be implemented as far as possible in relation to contractors and their agents and visitors.

The University operates a network of trained Dignity and Respect Advisers who are available to listen, provide advice and support and explain the options to individuals who feel they may be victims of harassment and to people who are the subject of bullying and harassment allegations. Further details are attached to the Dignity and Respect Policy.

Wherever possible, a complaint of harassment should be dealt with informally in the first instance but if this does not resolve the matter satisfactorily, it should be raised formally with the Head of Department or next higher level of management. Such cases of alleged harassment will be investigated quickly and impartially. Any employee or student making a complaint of harassment will be protected from intimidation, victimisation or discrimination for having done so. Mischiefous, malicious or false complaints may render the complainant liable to disciplinary action and possibly legal action by the person complained against.

‘Dignity and Respect Policy’
Disability

The University has a number of ways in which it ensures that people with disabilities and specific needs are supported effectively. Staff in Human Resources are available from application stage to offer advice and support to applicants on reasonable adjustments and support, and from appointment new staff who identify as disabled can be supported to obtain Access to Work funding for reasonable adjustments. In addition, Human Resources can offer support to line managers on supporting disabled staff throughout their employment.

The University has a Disabled Staff Group which exists to share best practice and contribute to staff development and awareness raising as well as acting as a consultative body on disability matters.

The University’s Facilities department ensures that the built environment is monitored and adapted as appropriate to meet the needs of people with disabilities and specific needs.

All staff are encouraged to attend training programmes on disability which are available throughout the academic year and during the annual Diversity Festival. More information is available on

- Access to Work funding
- Reasonable adjustments
- Relevant disability legislation
- Staff groups
- Disability Access Symbols

on the Equality and Diversity pages of Portal.

Discrimination

The University is committed to providing a working and learning environment that is free from unfair discrimination. Any kind of discrimination is unacceptable within the University in that it unjustly denies individuals the opportunity to fulfil their potential and it represents a waste of human resources. It can also be unlawful.
Discrimination may be direct, indirect, by means of victimisation or from harassment and may occur where a person is treated less favourably than others are treated, or would be treated in similar circumstances, based on the grounds of race, nationality or ethnic origin, gender, gender identity, marital or civil partnership status, disability, age, sexual orientation, religion or belief, pregnancy/maternity or trade union membership.

It is a principle of the University's approach to recruitment and employee development that discrimination should play no part in these processes. Applicants or employees must be assessed solely on their qualifications, relevant knowledge, experience and personal qualities relevant to the job. Probation, promotion and, especially, selection panels must ensure that their agreed criteria for assessment are not in themselves unfairly discriminatory.

If an employee feels they have been subject to discrimination on any grounds, they may wish to discuss the situation and receive support from one of the following: Line manager/Head of Department, Trade Union Representative or HR Adviser.

If the situation cannot be resolved informally then a formal complaint may be made to an appropriate manager under the Grievance Procedure. If the discrimination is also a form of personal harassment then the Dignity and Respect Policy can be used (see ‘Dignity and Respect’).

**Equality in Employment**

The University is committed to the provision of equality of opportunity for all employees and job applicants. It believes that the University will benefit as an educational institution and fulfil its responsibilities to students and to society, if it utilises the knowledge, experience and skill of all staff equally and without discrimination, whatever their race, religion or belief, age, marital or civil partnership status, sex, gender identity, pregnancy/maternity status, sexual orientation or disability. The University will therefore encourage policies and practices which lead to effective employment of people according to their aptitude, ability and potential.
All specifications for posts will include only requirements necessary and justifiable for the effective performance of the job.

All posts will be advertised as widely as possible (though it is sometimes necessary to restrict the field of applicants to the University’s own employees).

Behaviour or words reflecting prejudice against members of disadvantaged or minority groups and are not conducive to a good working environment and may result in disciplinary action.

The University will respond sympathetically to employees whose personal circumstances change and will endeavour to meet their needs through agreement on retraining, redeployment, and/or flexible working arrangements where practical.

The University is committed to offering all employees opportunities for development, training and promotion within the terms of their employment and on the basis of their relevant qualifications and abilities.

All employees who play a part in probation, promotion or employee development procedures will be made aware of common perceptions which may result in direct or indirect discrimination.

Documentation and materials produced by both teaching and non-teaching staff and departments will be monitored to ensure they reflect the principles underpinning the Equality Policy.

In order to effectively monitor the progress of the Equality Policy, the University is required to maintain a statistical record of the protected characteristics of current employees, applicants, candidates interviewed, new appointments and employees applying for or proposed for promotion.

As well as the Disabled Staff Group mentioned above, the University also has a Staff LGBT Support Network and staff who identify as Lesbian, Gay, Bisexual or Trans, are invited to join, as is anyone who takes an interest in LGBT issues.

‘Equality Policy’
See also the Diversity and Equality page on Portal.
EMPLOYMENT

Adoption Leave

An employee will qualify for adoption leave if s/he;
- has been newly matched with a child for adoption by an adoption agency
- produces a certificate of adoption/matching
- notifies the University within 7 days of being notified by the adoption agency.

‘Foster for Adoption’ carers and intended parents in a surrogacy arrangement (who intend to apply for or have already obtained a Parental Order) will also be eligible to take adoption leave.

Eligible employees may take up to 52 weeks’ adoption leave.

An employee will be entitled to University Occupational Adoption Pay if s/he:
- has completed 1 year’s continuous service with the University ending with the week in which s/he is notified of being matched for adoption and
- gives appropriate notification to the university.

An employee may be eligible to share their adoption leave and pay with their partner should they wish to end their adoption leave early. For more information about this, see the section on Shared Parental Leave.

‘Adoption Leave and Pay’.

Anti-Bribery Policy

Staff should at all times conduct themselves with integrity, impartiality and honesty and maintain high standards of propriety and professionalism appropriate to public service. An employee must not therefore, directly or indirectly, gain or seek any commercial, contractual or regulatory advantage for the University in a way which is unethical.
In particular, the University does not tolerate, condone or endorse any act of bribery, including facilitating or facilitation payments, by any person associated with it. Under no circumstances should staff offer, promise, give, seek, request, solicit, accept, receive, or agree to receive any bribe, whether in the form of cash or any financial or other inducement or advantage, to or from any person or organisation.

The University’s financial regulations contain provisions relating to acceptance of gifts and hospitality which staff are required to follow.

‘Anti-Bribery Policy’

**Capability Policy and Procedure**

It is in the interests of all members of the University that employees perform their duties to a satisfactory standard. The University endeavours to attain such standards by observing rigorous selection procedures, which aim to ensure that all employees have the necessary skills, knowledge and experience to carry out their responsibilities, and by providing appropriate training and support.

When it is apparent that an employee is not capable of achieving the required level of performance or attendance, the University will deal with the situation in a reasonable manner.

The Capability Procedure is designed to:

- assist and encourage all employees to achieve and maintain standards of job performance and attendance
- ensure consistent and fair treatment for all
- assist any employee who is considered to be experiencing difficulties in performing the duties required of the post to which s/he was appointed
- provide employees with an opportunity to improve their performance in the workplace.
The stages of the Capability Procedure are:

- informal discussion between employee and line manager
- Stage one – formal oral warning
- Stage two – formal written warning
- Stage three – formal, final written warning
- Stage four – dismissal.

At each stage of the Capability Procedure, an employee will be given:

- an explanation of where s/he is not meeting the required standards of performance/attendance
- the opportunity to improve his/her performance/attendance over a reasonable timescale
- appropriate support including a mentor and training opportunities.

The employee may be accompanied at each formal stage of the Procedure by:

- a recognised trade union representative or
- a fellow co-worker (acting as a friend and not in a professional capacity).

There is a right of appeal against the outcome of any stage of the formal Capability Procedure.

‘Capability Policy and Procedure’

**Code of Conduct**

The University has a Code of Conduct which sets out the standards of behaviour which all staff are expected to observe. The Code covers the following areas:

- mission and core values
- relationships with people
- responsibility for service provision
- equality
- impartiality and academic integrity
- external commitments and conflicts of interest
- use of University resources
- confidentiality and disclosure of information
Staff should be aware that failure to observe the values and standards set out in the Code of Conduct may result in disciplinary action being taken.

‘Staff Code of Conduct’

**Competency Framework**

The University has developed a Competency Framework which helps it to achieve its mission by providing a clear and agreed description of the types of attitudes, professional behaviours and job-related competencies or standards the University associates with effective performance. The Framework provides a benchmark or standard that can be used by individuals and managers for development purposes and for managing performance. The Framework also ensures a consistent approach to standards of performance and expectations, and provides illustrative examples of effective and less effective behaviour across all roles.

Details of the Competency Framework are available on Portal (Support Departments/Human Resources/Learning and Development/Competency Framework)

**Disclosure and Barring Service (DBS) Checks**

The establishment of the Disclosure and Barring Service (previously the Criminal Records Bureau and Independent Safeguarding Authority) has improved access for recruiters to information about people who will be working with children or vulnerable adults. The DBS collates information from a number of sources such as the Police, the Department of Health and the Department for Children, Schools and Families, to provide organisations with information about the suitability of those seeking to work in positions of trust.

All academic staff will be required to undergo a DBS check. Some professional services staff may be required to complete a check if they may be working with children or vulnerable adults e.g. in the Nursery and Student Support and Guidance (SSG). The offer of employment will be subject to a satisfactory DBS check. The DBS form should be completed online and the required documentation should be brought to Human Resources for verification. This should be done as soon as possible after the offer of employment is made. When the DBS disclosure is received, a copy will need to be forwarded to Human Resources before employment can be confirmed.
Further information on applying for a disclosure and the DBS and disclosure service is available on Portal (Support Departments/DBS Page) or from the Secretary to the Director of Human Resources on ext 2045 (for staff) or the Institutional Compliance Officer on ext 1610 (for students).

‘Employee Screening Policy and Procedure’

Data Protection

The purpose of the Data Protection Policy is to meet the University’s legal obligations under the Data Protection Act 1998, and to promote the culture of respect for individuals and their rights.

The Act is mainly concerned with providing the individual with a degree of control over the use of their personal data, particularly unforeseen secondary uses, and to provide protection from unwanted or harmful use of their personal data.

Any breach of the policy will be regarded seriously and may lead to disciplinary action. The University Secretary is the nominated Data Protection Officer.

The University maintains a computerised staff records system within Human Resources to provide accurate information about its workforce. Personal information on the system is kept in accordance with legal requirements and a high degree of security and confidentiality is maintained.

Employees are responsible for the accuracy of their personal data held by the University, and are requested to notify Human Resources of any changes to their personal details to ensure that the information held is up to date. Each employee will be provided with a printed record of his/her computerised record on an annual basis to enable confirmation of its accuracy.

Employees may make a Subject Access Request to the University’s Institutional Compliance Officer if they wish to find out what information is held about her/him, which the University will respond to within 40 days. There is currently a £10.00 charge for this service. There are legal limitations on the types of information that are readily accessible to employees.

Further information can be obtained from the Institutional Compliance Officer on ext 1610.

‘Data Protection’
‘Computerised Staff Records System – Code of Practice’
Disciplinary Rules and Procedure

The University’s disciplinary rules set standards of behaviour, conduct and performance at work and are established for the benefit of the business of the University and all its employees.

Failure to comply with these standards may result in disciplinary action being taken against an employee. Examples of the type of conduct which may lead to disciplinary action are set out in the ‘Disciplinary Rules’.

The Disciplinary Procedure exists to:

- achieve and maintain acceptable standards of conduct at work
- maintain good employee relations within the University
- establish the facts as quickly as practicably possible
- ensure consistent and fair treatment for all.

Efforts will be made by line managers to resolve matters through informal discussion with the employee where appropriate. If an employee’s conduct does not improve, or where an investigation reveals that formal disciplinary action may be warranted, a formal disciplinary hearing will be arranged which may result in one of the following sanctions:

- formal written warning
- final written warning
- dismissal.

At all stages of the formal procedure, an employee will be advised of the nature of the complaint and given the opportunity to state his/her case and answer the allegation(s) before any disciplinary action is taken.

An employee against whom an allegation has been made has the right to be accompanied at each formal stage of the Disciplinary Procedure by someone who is:

- a recognised trade union official
- a fellow co-worker (acting as a friend and not in a professional capacity)

There is a right of appeal against any disciplinary sanction.

‘Disciplinary Policy and Procedure’. 
Fixed Term Contracts

Some employees are employed on a fixed term contract. These are used only where it can be shown that there are necessary and objective reasons for doing so, for example where funding is of a short term duration or where the post is for a specific project. The University will monitor the use and number of such contracts and will, wherever possible, convert them to contracts of an indefinite duration. Employees employed on a fixed term or temporary contract are able to apply for vacancies advertised within the University that provide greater security.

When a fixed term contract is due to expire, employees will be advised by their line manager and will have the right of appeal. For staff with two or more years’ service, the expiry of a fixed term contract will be dealt with in accordance with the University’s Redundancy, Redundancy Avoidance and Redeployment Policy.

‘Policy on Fixed Term Contracts’
‘Redundancy, Redundancy Avoidance and Redeployment Policy’

Freedom of Information

The Freedom of Information Act 2000 gives everyone, both in and outside the University, the right of access to information held by the University. The University has produced a Publication Scheme which details the types of information that is routinely provided to the public and how the public may access the information.

Employees need to be aware of the Act and be prepared to act quickly if they receive a request for information. Requests must be answered within 20 working days. Unless a request for information relates to information that is routinely given out to the public, it should be referred to the Head of Department or to the Institutional Compliance Officer (ext 1610).

Further information on the Act is available on Portal (Management/Institutional Compliance/Freedom of Information Page).

‘Freedom of Information Act Policy’
**Freedom of Speech**

Section 43 of the Education (No 2) Act 1986 requires the University to ‘take such steps as are reasonably practicable to ensure that Freedom of Speech, within the law, is secured for members, students and employees of the establishment and for visiting speakers’.

The University is also required to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations under the Equality Act 2010. It also has obligations under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism and to have regard to the duty to ensure freedom of speech.

All members of the University community are required to ensure that they do not wilfully engage in conduct which prevents, obstructs or disrupts the holding, or orderly conduct, of any meeting or other lawful activity which takes place within the University.

Where any person or organisation wishes to hold a meeting or like event for the expression of lawful views on University or Students' Union premises, the Vice-Chancellor (or nominee) shall not unreasonably refuse consent but a number of issues must be taken into consideration.

Members of the University must notify the Vice-Chancellor (or nominee) at least four weeks before an invitation is issued to any person or organisation for a visiting speaker to come to the University. The Vice-Chancellor (or nominee) will then determine whether the University can provide suitable facilities for the visiting speaker. In cases where the external speaker is being invited to speak as a Visiting Lecturer, the Head of Department will decide whether the speaker should be invited and may consult the Dean of Faculty of the Vice-Chancellor where necessary.

The Vice-Chancellor (or nominee) will decide on the letting of University premises to external organisations.

‘Freedom of Speech’.
**Grievance Procedure**

The Grievance Procedure is available to an employee to pursue a complaint associated with his/her work for the University. The aim of this procedure is to settle each complaint fairly and quickly.

The University hopes to resolve any dispute by encouraging the use of appropriate informal discussion prior to the use of a formal grievance procedure. The employee should in the first instance raise the matter of concern with their immediate supervisor/line manager. The employee must state what reasonable action would be acceptable to resolve the grievance. If the employee is not satisfied with the suggested resolution of the grievance, s/he may appeal by escalating the issue to the next stage of the procedure. In circumstances where the cause of the grievance is related to the employee’s immediate supervisor the grievance should be raised at the next higher stage of management.

‘Grievance Procedure’

**Holidays**

The holiday year runs from 1st September to 31st August. The normal paid holiday entitlement in a full year is:

- **Professional services staff**—22 days increasing to 27 days after 5 years’ service
- **Academic staff and professional services staff on a professional contract**—35 days

Employees commencing or leaving employment part way through the holiday year have a pro-rata entitlement that accrues for each completed month of service. Part time employees have a pro-rata entitlement (except for those part time lecturers paid on an hourly basis where the rate of pay includes holiday pay).

Subject to the agreement of their Head of Department, employees may carry forward up to a maximum of 5 days’ (pro rata for part time staff) holiday entitlement from one holiday year to the next.

In addition, employees are not required to work on statutory bank holidays, local discretionary holidays and days when the University is closed in the interests of efficiency. The statutory bank holidays are:
- Christmas Day
- Boxing Day
- New Year’s Day
- Good Friday
- Easter Monday
- ‘May Day’
- Spring Bank Holiday
- Late Summer Holiday.

An online annual leave approval system is being implemented across the University in stages. Any queries on this system should be directed to the MIS team in Human Resources on extension 2186.

For employees in departments that are not yet using the online annual leave system, an Annual Leave Form will be issued and this should be submitted to their Head of Department for approval of each request to take holiday.

‘Holidays (Professional Services Staff)’ and ‘Holidays (Lecturing Staff)’:

**Job Evaluation**

The University uses a Higher Education-specific job evaluation tool called Higher Education Role Analysis (HERA) to evaluate all roles and support pay and grading structures. HERA evaluates the role, not the role holder and ensures fairness and equity within the pay system. All roles are analysed under 14 headings (known as elements) which include, for example, Communication, Service Delivery, Initiative and Problem Solving, Knowledge and Experience, and Work Environment. The process is implemented in partnership with the recognised trade unions, UNISON and UCU.

‘Role Evaluation Policy’

**Leadership and Management Development**

The University aims to provide the most appropriate support and development for all of its leaders and managers on the basis that effective leadership and management achieves effective organisational performance.
The University has developed a ‘Leadership and Management Standard’ which is a baseline behavioural standard setting out what is expected of leaders and managers at all levels. A comprehensive suite of developmental programmes and workshops exist to support leaders and managers to enable them to meet expected standards.

‘Leadership and Management Development Policy’
‘Leadership and Management Standard, Diagram & Workshops’

**Maternity Leave, Maternity Pay and Time Off for Antenatal Care**

Irrespective of her length of service with the University, a pregnant employee is entitled to 26 weeks’ Ordinary Maternity Leave (OML) and 26 weeks’ Additional Maternity Leave (AML).

The entitlement to maternity pay is as follows:

- an employee with 26 weeks’ continuous service by the end of the 15th week before her expected date of confinement and whose earnings are above the lower earnings limit for national insurance, will be entitled to receive Statutory Maternity Pay during the first 39 weeks of Maternity Leave.
- an employee who has completed one year’s continuous service with the University at the beginning of the 15th week before her expected week of confinement and who gives appropriate notification to the University will be entitled to University Occupational Maternity Pay during the first 39 weeks of maternity leave.
- The remaining 13 weeks of Maternity leave is unpaid.

An employee may be eligible to share their maternity leave and pay with their partner should they wish to end their maternity leave early. For more information about this, see the section on Shared Parental Leave.

All pregnant employees regardless of their service are entitled to reasonable time off with pay for antenatal care, subject to confirmation of appointments.

The University will carry out a risk assessment to identify any risks in the working environment to new or expectant mothers, i.e. an employee who:
is pregnant or
- has given birth within the previous 6 months or
- is breastfeeding.

It is incumbent on such an employee to inform the University of the pregnancy so that an assessment can be undertaken.

Where any identified risks cannot be avoided by prevention or protection, it may be necessary to alter an employee’s working conditions, hours of work or to send her home on full pay for as long as is necessary to avoid the risks.

‘Maternity Leave and Pay’
‘Policy on Health and Safety Risk Assessment for New or Expectant Mothers’

Parental Leave

Parental leave is the right to take unpaid time off work to look after a child or to make arrangements for the child’s welfare. It can be taken up to the child’s 18th birthday. Each parent can take 18 weeks’ parental leave for each child. A maximum of 4 weeks can be taken in any one year in respect of each child. Parental leave may be taken in blocks or multiples of one week only, unless the child is disabled, in which case leave may be taken in blocks or multiples of one day.

An employee will qualify for parental leave if s/he has:

- parental responsibility for the child and
- 1 year’s continuous service with the University by the start of the leave.

‘Parental Leave Policy’

Paternity Leave

An employee will qualify for paternity leave if he:

- has completed 26 weeks’ continuous service with the University
- has responsibility for the child’s upbringing
- is the biological father, the mother’s husband or partner or adopter of the child.
Paternity leave, which must be taken within 56 days of the child’s birth, is a maximum of 2 weeks and can be taken in one week blocks. The first week of paternity leave will be paid at full pay and the remainder at the current rate of Statutory Paternity Pay.

Where an employee has recently commenced employment at the University and is not eligible to take statutory paternity leave and pay due to their length of service, they will be entitled to receive one week’s University paternity leave on full pay.

Any additional time off may be requested as holiday or as parental leave which will be unpaid (see above).

Employees can take unpaid leave to accompany a pregnant woman to up to two antenatal appointments if they are:

- The baby’s father
- The expectant mother’s spouse or civil partner
- In a long term relationship with the expectant mother
- The intended parent (if a surrogacy arrangement)

‘Paternity Leave and Pay’.

**Pension Schemes**

All staff at the University are entitled to participate in a workplace pension scheme. Staff aged between 22 and state pension age and earning above a certain amount must be automatically enrolled into a scheme.

The University operates two pension schemes for professional services staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Friends Life.
- The Cheshire Local Government Pension Scheme (LGPS), to which the University is an admitted body.

Professional services staff will receive more details regarding these schemes and automatic enrolment with their appointment pack.

The pension scheme for academic staff is the Teachers’ Pension Scheme (TPS). In accordance with TPS rules, academic staff are enrolled into this scheme from the first day of their employment.
Staff who are enrolled into a pension scheme and wish to opt out may do so by obtaining an opt-out form from the relevant pension scheme.

For further information on each of the above pension schemes, please see Support Departments/Human Resources/Pay and Benefits/Pensions on Portal.

**Prevent**

The Counter-Terrorism and Security Act 2015 creates a statutory duty to have due regard to the need to prevent people from being drawn into terrorism. This is known as the ‘Prevent Duty’. Prevent is one of four strands of the government’s counter-terrorism strategy and aims to stop people becoming terrorists or supporting terrorism.

The University is committed to ensuring that it remains an open, inclusive and supportive environment for teaching, learning and research, in line with the University’s Mission, Vision and Foundational Values. In this context the University will seek to meet its obligations under the Prevent Duty; to ensure that vulnerable individuals within the University community are safeguarded from being drawn into terrorism.

*‘Policy on Implementation of Prevent Duty’*

**Probationary Periods**

All new employees and staff appointed to a new role are subject to a probationary period during which they will be expected to establish their suitability for the post. Line managers will carry out regular reviews of progress during the probationary period.

For professional services staff on University Scale OS8 and below the period of review will be 9 months.

For academic staff and professional services staff on University Scale OS9 and above the period of review will be 12 months.

*‘Probationary Policy and Procedure’*.
Recruitment and Selection

The Recruitment and Selection Policy exists to ensure consistency, fairness and equality of opportunity in all of the University's recruitment and selection activities.

- All advertised vacancies are available to internal applicants and will be displayed on various notice boards and are accessible through Portal.
- Applicants will be provided with a job description, person specification and information on the terms and conditions attached to a post, and they are generally asked to submit an application form if they wish to apply for a post.
- Short listing is carried out based on the essential and desirable criteria outlined on the person specification, and in their applications, candidates are expected to clearly demonstrate that they meet the criteria assessed by application form. Applicants who demonstrate that they meet the essential criteria and indicate that they have a disability are guaranteed an interview.
- Interviews will be carried out by an interview panel of at least two people. Interviews are based on the criteria outlined in the person specification, and all candidates will be treated consistently. Applicants for certain vacancies may also be asked to undertake a test relevant to the role or, to deliver a presentation.
- Following the selection event, the panel will decide which candidate to appoint. No offers of employment will be made until satisfactory references have been received.

‘Recruitment and Selection Policy’.

Redundancy and Redeployment

The University aims to avoid, as far possible, situations requiring redundancies, however the University has a policy on redundancy, redundancy avoidance and redeployment to ensure that where such situations do arise, staff are treated fairly and equitably and legal requirements are complied with.

The policy outlines the procedures for individual and collective consultation, redeployment, dismissal and appeals.

‘Redundancy, Redundancy Avoidance and Redeployment Policy’
Resignation

All resignation letters should be addressed to the employee’s line manager. Once the line manager has received the resignation letter, it must be forwarded immediately to Human Resources together with the annual leave form (where applicable). Human Resources will acknowledge receipt of the letter, with a copy to Salaries.

Staff leaving the University due to resignation, retirement or the end of a fixed term contract will be asked to complete a ‘Leavers’ Survey’ in order to review their experience of working at the University and to identify any potential areas for improvement. If they wish to discuss their survey responses in more detail an exit interview can be arranged. Normally, the interview will be conducted by the manager once removed from the leaver e.g. a Dean will conduct the interview for a lecturer. Alternatively, the leaver may request that a member of Human Resources conduct the interview.

The following notice periods are required by the University:

<table>
<thead>
<tr>
<th>Temporary/casual staff</th>
<th>1 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional services staff on grades OS8 and below</td>
<td>1 calendar month</td>
</tr>
<tr>
<td>Academic staff and professional services staff on grades OS9 to OS12</td>
<td>2 calendar months</td>
</tr>
<tr>
<td>Managers/senior staff on Executive grades</td>
<td>3 calendar months</td>
</tr>
</tbody>
</table>

The University will normally respond to a written request for a reference.

‘Policy on Replying to Employee Reference Requests’
‘Policy on Leaving the University’ and ‘Leavers’ Survey’

Safeguarding

The University’s Safeguarding Policy explains its approach to safeguarding and protecting the wellbeing of children, young people and vulnerable adults who come into contact with the University.

The policy provides guidelines for staff working with children, young people and vulnerable adults and for responding to an allegation of child abuse or abuse of trust made by a young person or vulnerable adult. The policy also covers the process for raising concerns about possible domestic abuse or radicalisation.
Staff who are in a close relationship with a student (particularly a romantic or sexual relationship) are required to declare it to their line manager.

‘University Safeguarding Policy’

**Salary Reviews and Increments**

Annual increments are awarded on 1st August, subject to the maximum point on the grade and provided the employee has six months or more service in post on that date.

Pay awards are nationally negotiated with the trade unions on an annual basis and are usually effective from 1st August.

‘Salary Scales & Methodology of Implementation’

**Shared Parental Leave**

Shared Parental Leave (SPL) allows eligible parents to share some of the 52 weeks of maternity or adoption leave with their partner, and is designed to give them more flexibility in how to share the care of the child.

The mother/primary adopter can choose to end the maternity/adoption leave at any time (following the first 2 weeks following the birth of the child or the first 2 weeks of adoption leave) and share the remaining leave with their partner as Shared Parental Leave.

In order to qualify for SPL one parent must be an employee with continuity of employment (must have worked for the University for at least 26 weeks at 15 weeks before the due date/the week an adopter is notified of a match). The other parent must meet the Employment and Earnings test (to have worked for at least 26 weeks in the 66 weeks in the run up to the due date, and have earned above £30 a week in 13 of those weeks).

A partner can start SPL whilst the mother/primary adopter is still on maternity/adoption leave as long as notice has been served in relation to the end of the maternity/adoption leave.
Parents will also be able to share up to 39 weeks’ pay during SPL. This will be paid at the statutory rate (equivalent to Statutory Maternity or Adoption Pay), and the amount a parent is entitled to receive will be depend on the amount of maternity or adoption pay that the mother or adopter has already received.

Some key points in relation to SPL are:

- Parents can choose to be on leave together or to take it in turns being on leave
- Shared Parental Leave can be taken at any time within the period that starts with the date of birth/date of placement and ends 52 weeks later
- Employees are only able to submit 3 separate notices booking or varying leave, and they must give up to 8 weeks’ notice for any proposals
- Leave must be taken in full weeks, though it can start on any day of the week
- The leave can be a continuous period (e.g. 10 weeks in total taken all together) or in discontinuous blocks (e.g. taking every other week off for 6 weeks, or taking 6 weeks off, having 6 weeks back in work and then 6 further weeks off – as examples)
- Continuous periods of shared parental leave cannot be refused however discontinuous periods of shared parental leave can be. If discontinuous leave cannot be accommodated it will automatically be turned into a continuous block unless the request is withdrawn
- A partner can start SPL whilst the mother/adopter is still on maternity/adoption leave as long as notice has been served in relation to the end of the maternity/adoption leave

‘Shared Parental Leave Policy’

Special Leave

Special leave with or without pay may be granted to an employee, irrespective of service, for events which fall outside the provision for time off contained in other policies.
Special leave with pay may be granted for:

- compassionate leave (bereavement of a close relative) – not exceeding 5 days
- elected representatives of recognised trade unions – reasonable time off.

Special leave without pay may be granted for:

- public duties – reasonable time off
- volunteer reservists – 1 week per year
- jury service and involvement in court proceedings
- other circumstances – determined on a case by case basis.

‘Special Leave (With or Without Pay) Policy’.
‘Military Reservists Voluntary and Compulsory Mobilisation’.

**Time Off for Dependants**

Reasonable time off without pay may be granted to an employee, irrespective of length of service, to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements. A dependant is a family member, a person who relies on the employee for assistance or someone for whom the employee is the primary carer.

Time off is intended for unforeseen matters. If employees know in advance that they will need time off, they should request annual leave or, if appropriate, special leave or parental leave.

‘Time Off for Dependents, All Staff’

**Trade Unions and Trade Union Membership**

The University recognises the mutual value of collective bargaining and actively facilitates an atmosphere of good industrial relations. To this end it recognises the following trade unions for the purposes of collective bargaining and consultation on local issues:

- UNISON in respect of professional services staff
- UCU in respect of lecturing staff.
Elected, accredited representatives of these trades unions are entitled to time off with pay for trade union duties and for relevant training.

Employees have the right to:

- belong to a trade union
- have reasonable time off during working hours to take part in any trade union duty or activity, subject to organisational requirements
- take time off without pay to attend trade union activities, subject to organisational requirements and proper notification
- choose not to belong to a trade union.

Details of trade union membership can be obtained from University union representatives.

‘Consultation and Negotiation Agreement’, ‘Trade Union Facilities Agreement’ and ‘Trade Union Membership’.

Staff Development and Performance Review

The University is committed to the provision of staff development for all staff, and actively encourages, enables and supports staff in obtaining further qualifications, training and experience which will facilitate personal and professional development enabling individuals and groups to achieve their full potential, perform their roles more effectively and contribute ultimately towards the University’s achievement of its aims and objectives.

Personal and professional development objectives are agreed with line managers during individuals’ annual Performance and Development Planning (PDP) meeting. The PDP will review strengths and areas for improvement and thereby enable identification and delivery of the staff development necessary to enable the individual, and ultimately the University as a whole, to carry out their functions successfully.

The PDP will enable the University to produce individual Personal Development Plans to support individuals and reflect institutional goals and values. The PDP will result in individual objectives derived from Faculty/Departmental objectives, which will be agreed and monitored by individuals and line managers.
The University is currently piloting an online version of the PDP process.

In addition to the development processes outlined above, employees have a statutory right to request time off for training which will be of benefit to the University, and the University has a duty to consider such applications seriously. However, there is no automatic right to insist on time off as there may be circumstances when the University is unable to accommodate an employee’s request. If a request is agreed, the time off will not necessarily be with pay.

‘Staff Development and Performance Review Policy’
‘Policy on the Right to Request Time Off for Training’

Use of Telephones, Fax Machines, Email and other Information Systems Facilities

The University provides telephones, fax machines, email, intranet (Portal) and other information systems facilities for work-related use and employees are expected to use them in a responsible manner. It is recognised that there may be occasions when employees will need to use such facilities for personal business but these should be kept to a minimum. The cost of personal telephone calls and faxes will be notified and payment should be made at Reception.

The following usage is prohibited:

- contravening any applicable laws or regulations
- involving obscene, pornographic, offensive or abusive material
- involving racial or sexual abuse, harassment or bullying
- involving defamatory or knowingly untruthful information
- introducing any virus, worm, Trojan horse or any other harmful or nuisance program or circumventing any of the University’s computer security precautions
- connecting any device into the University network without prior agreement
- for commercial gain, work on behalf of others or for private business without prior agreement and unless a charge for that use has been determined
- participation in gambling activities
- personal usage which interferes with the normal course of day to day activities.
Failure to observe any aspect of this policy may result in the withdrawal of access to facilities and/or disciplinary action. The University reserves the right to carry out monitoring, filtering and recording in relation to the use of its facilities and retains its right of access to all information held on its computer systems for the purpose of investigating alleged misuse.

Access to the University’s intranet, email and telephone systems is administered by Learning & Information Services (LIS) and will normally be arranged for new employees by their department. Any queries should be directed to the helpdesk on ext 1234.

‘Policy on the Use of Telephones, Fax Machines, Email and Other Information Systems Facilities’

**Social Media**

The standards of conduct expected of staff generally also apply to online activity, including social media. The University has produced guidelines on the use of social media which are intended to advise staff using social media as part of their role at the University or in a private capacity, and to assist staff in ensuring that they make use of social media without inadvertently breaching conduct rules or rules on the use of IT facilities. If there is an allegation of inappropriate conduct in the use of social media, the matter will be investigated and addressed as appropriate through the University’s Disciplinary Policy and Procedure.

These guidelines also advise staff on what they can do if they believe they are subject to bullying or harassment through social media.

‘Guidelines on the Use of Social Media’

‘Whistle blowing’

The University wishes employees who have serious concerns about financial malpractice, academic standards or departures from established procedures or good governance, to report them without fear of loss of confidentiality, reprisals or victimisation. Although such instances are expected to be rare, they should be reported to the Vice Chancellor or the Chair of the Audit Committee.

‘Public Interest Disclosure Policy (Whistleblowing)’
**Working Hours**

Full time professional services staff are required to work 36.5 hours per week, normally in the following pattern:

- Monday to Thursday – 9.00am to 5.30pm
- Friday – 9.00am to 4.30pm
  (with an hour lunch break each day).

Some departments operate a flexitime scheme which allows a degree of flexibility to staff working on fixed weekly hours to enable them to vary their start and finish times to suit both the needs of the department and provide additional flexibility to them.

Employees may be required to work additional hours for which time off in lieu (TOIL) will be granted on the basis of an hour off for an hour worked, dependent on provisions within the contract of employment and subject to the prior approval of the Head of Department.

Exceptionally, in cases where TOIL arrangements are not deemed to be practical, it may be appropriate to compensate staff working additional hours with an overtime payment. All paid overtime must be authorised in advance by the Dean of Faculty or Director of Service.

Staff paid above spinal column point 30 are deemed to be University managers and as such do not qualify for overtime payments.

Wherever possible, the teaching year for Academic staff should not exceed 38 weeks, of which 2 weeks will be spent on teaching-related administration, and scheduled teaching responsibilities should not exceed 550 hours in the teaching year.

During bad weather and when the University is open, employees must make every effort to report for work at the recognised time. If this is not possible, the employee should telephone his/her manager as soon as possible to explain the situation. When an employee cannot reasonably reach work, s/he may, with the manager’s agreement, take annual leave, unpaid leave or make up the lost time at a mutually convenient time.

The University complies with the Working Time Regulations 1998 which set minimum health and safety requirements for the organisation of working
time. Because of the need to provide 24 hour cover for certain aspects of the University, some employees may be classified as night workers and will therefore be eligible for regular health assessments.

In addition, all employees have the right to request flexible working arrangements. All such requests will be considered and a decision given by the relevant manager. If it is not possible to accept a request on business grounds, the employee will be advised in writing accordingly. An employee has the right of appeal against such a decision.

‘Time Off in Lieu (TOIL) Policy’
‘Flexi-Time Scheme (Professional Services Staff)’
‘Policy on the Right to Request Flexible Working’
‘Policy on Reporting for Duty in Adverse Weather Conditions’.

EMPLOYMENT POLICIES APPLICABLE ONLY TO ACADEMIC STAFF

Allocation of Workloads

Guidelines concerning allocation of workloads exist to maintain consistency of practice and to ensure optimum working practices that are not detrimental to performance.

The make-up of a lecturer’s duties is determined by the Head of Subject in consultation with the employee. Both should convene annually to discuss the forthcoming year’s workload and a record of this meeting should be kept. Following this one-to-one discussion, a departmental meeting will be held to discuss workloads openly.

‘Allocation of Workloads (Lecturers)’
‘Guidelines for the Determination of Duties for Lecturing Staff’.

Exclusivity of Service

A clause relating to Exclusivity of Service is part of every academic contract of employment.
The guidelines on Exclusivity of Service have been established to:

- encourage the development of the University’s mission and increase the scope for personal development
- provide equality of opportunity for lecturers’ participation in developmental activities
- ensure that the activities of lecturers are employed in the best interests of the University
- define contractual relationships where variations to contracts of employment may be requested in relation to private work.

Two arrangements apply to the undertaking of income generation work involving employees:

- private work where an employee undertakes work independently of the University and the exclusivity contractual requirements apply
- University work where an employee undertakes work under their contract of employment or a variation to it.

Before any external work is undertaken, including consultancy, the Vice-Chancellor must be informed. However, this requirement does not apply to the following:

- external examining;
- acting as an assessor or moderator;
- the production of scholarly works such as books, articles and papers.

The Vice-Chancellor will then decide if that work can be undertaken.

Academic staff will be required to complete a pro-forma on an annual basis to enable the University to maintain a register of lecturers’ consultancy and related interests. This register is a matter of public record.

‘Guidelines on Exclusivity’.

**Promotions**

The Promotions Committee is responsible for making recommendations for promotion from the Lecturer grade (TSR 3) to the Senior Lecturer A grade
(TSR 4) and for promotions from the Senior Lecturer A grade to the Senior Lecturer B grade (TSR 5).

The purpose of the Promotions Procedure is to:

- ensure salary and career progression for academic staff;
- recognise ability, skills, capacity and potentiality in key areas of academic performance through promotion to a role at the next higher grade;
- provide a fair, equitable and transparent method of assessment under which staff are rewarded on the basis of agreed standards;
- provide a flexible framework which recognises the various ways in which staff contribute to the University’s mission and development;
- provide a link to the PDR process to support the career development of academic staff;
- ensure equal pay for work of equal value.

A member of academic staff will become eligible to apply for promotion the year after s/he reaches the maximum point on grade TSR 3 or TSR 4. Eligible staff will be invited to submit an application to the Promotions Committee which meets annually. An unsuccessful applicant may appeal against a decision of the Promotions Committee.

Promotions to posts above the TSR 5 grade are dealt with in accordance with the Recruitment and Selection Policy or the Academic Titles Procedure.

‘Academic Promotions Procedure’.

**Visiting Lecturers**

The University employs part time, hourly paid lecturers normally for the duration of an academic year and subject to a maximum of 220 hours per annum. Such employees are eligible to be included in the University induction programme and are given support in developing their teaching skills, e.g. by participating in the probationary period review and Staff Development Programme.

‘Code of Practice for the Appointment and Payment of Visiting Lecturers, Demonstrators and Language Assistants’.
Benefits

The University offers a wide range of facilities and benefits to its staff. Some of these are detailed below and full details of the benefits available to staff are provided in the University’s ‘Adding Value’ booklet. Copies of this are available from Human Resources or on Portal (Home Page/Support Departments/Human Resources/Pay and Benefits).

Car Parking

In order to park a car on one of the University campuses, employees will need to obtain a parking permit and display it on the windscreen of their car so that the permit number is visible. They will be allocated a specific car park to use.

There is a limited number of car parking spaces on the Chester campus and, wherever possible, employees are encouraged to use public transport or to car share with a colleague. There is a car share scheme (information available on Portal) which enables employees to identify potential car share arrangements.

An online parking permit application form can be accessed via Portal – Support Departments/Estates and Facilities/Transport and Car Parking/Parking Permit Application. E-mail confirmation will be provided once the application form has been completed, this should be printed off and displayed in the vehicle window whilst the employee awaits receipt of the permanent permit. Failure to display the e-mail may result in the employee receiving a parking penalty. The employee will be notified via e-mail to collect the permit from their nominated reception.

Employees should not park in spaces reserved for emergency vehicles, students or on access roads. Any car found incorrectly parked may be subject to a penalty charge and, if obstructing an emergency access route, may be removed. There are some parking places reserved for disabled drivers who have an official ‘Disabled Badge’. An application form for a disabled parking permit can be obtained from Student Support & Guidance (SSG) on ext 1550.
All vehicles are parked at their owner’s risk and the University does not accept any responsibility for loss or damage to vehicles parked or travelling on University property, including vehicles that have to be removed.

**Catering Facilities**

A wide choice of freshly prepared meals, snacks and sandwiches is available from a number of catering outlets located around the University campuses. More details are available on Portal – Support Departments/Hospitality and Residential Services.

**Chaplaincy**

The University has a Chapel at its Chester and Warrington campuses, where a variety of regular services are held. There are also faith spaces for use by groups and individuals of any religion or none, for prayer, meditation or reflection.

The Chaplaincy Centre is open to all with free tea and coffee every weekday when the centre is open. Members of the Chaplaincy team are available to support both staff and students in times of difficulty.

*(Support Departments/Chaplaincy)*

**‘Forum’**

‘Forum’ is a regular newsletter for employees produced by the Department of Corporate Communications. It contains news and articles about the life and business of the University. A copy is distributed to each employee and a copy of the most recent edition is available for reference on Portal *(Support Departments/Corporate Communications/Internal Communications)*.

**Human Resources**

Any concerns or questions about terms and conditions of employment, or employment policies and procedures should be directed to Human Resources on ext 2047 (situated in Chichester House, Chester). Please also
advise Human Resources if there are any changes in your personal details e.g. address or bank account details. A self-service area is also available on Portal for this purpose (*Resource Link icon on the front page of Portal*).

Salaries are payable monthly on or before the 24th day of each month by credit transfer to a personal bank account. Payslips are available online by logging in to Portal.

Any questions about salary, P45, tax or tax code, national insurance, pension contributions or any other salary deductions, should be directed to the Payroll section on ext 2096 (situated in Chichester House).

**Internal Mail**

The internal mail system is intended for collecting and delivering correspondence and documents associated with University business to and from departments. Employees are not permitted to send items of personal correspondence in the internal mail.

**Library**

All employees have access to the University’s Library facilities.

Library opening times are available on Portal – (*Support Departments/ Learning and Information Services/Library Facilities and Services/Libraries Available and Opening Hours*)

**Mediation Service**

The University has a Mediation Service which offers an informal yet structured means for individuals to resolve issues through collaborative problem-solving.

Mediation is a confidential supportive process which is entered into voluntarily with the consent of all parties involved to help improve working relationships between individuals, perhaps where there has been a misunderstanding or disagreement. Mediation aims to resolve conflicts at an early stage.
Mediation can be used in a variety of situations, for example, misunderstandings or disagreements between colleagues or between staff and managers, perceptions of harassment or bullying, or situations where individuals are having difficulty communicating. This may prevent escalation of the matter or avoid the need for individuals to seek recourse to formal procedures such as the Grievance or Dignity and Respect procedures. It may also be recommended following a formal procedure so as to give parties the opportunity to strengthen their working relationship and agree how they will interact in the future.

Further details of the Mediation Service are available on Portal (Home Page/Support Departments/Mediation Service)

**Nursery**

There are nurseries at the Chester (Kingsway site) and Warrington campuses. Further information can be obtained from the Nursery Managers on ext 3925 (Chester) or ext 4295 (Warrington). Nursery fees may be offset through the use of Childcare vouchers.

**Security**

The Porters provide security to the University 24 hours per day, 365 days of the year. On the Chester campus the Porters’ Lodge is located at the Exton Park entrance on ext 1541. On the Warrington campus, the Porters are located in Reception at the Crab Lane entrance on ext 4374.

All employees can assist security by ensuring that no office, workstation or laboratory is left unsecured whilst unattended, not leaving valuables in their car and by reporting anything suspicious to the Porters.

‘Security on Campus’
**Sport and Recreation**

The University has a range of sports and fitness facilities which are available for use by staff. There are Fitness Centres at the Chester and Warrington Campuses which are staffed by qualified fitness instructors and personal trainers and have a range of membership and usage options. Fitness classes, recreational swimming sessions and personal training sessions are available, as well as a range of sports facilities which can be booked by staff.

For further details please see Portal: *Support Departments/Sport and Recreation*.

**Staff Association**

The Staff Association is run by volunteers and organises social events and a regular walking club. Notification of events is made on Portal. For further information, please telephone the Secretary on ext 3070.

**Transport between Chester and Warrington**

A minibus service runs between the Chester and Warrington campuses (via Kingsway and Thornton).

Advance bookings can be made by telephoning ext 4206. Bookings for wheelchair users should be made at least 24 hours in advance.

Up-to-date minibus timetables are available on Portal (*Support Departments/Estates and Facilities/Transport and Car Parking*)

**Travel and Subsistence Expenses**

Claims for travel and/or subsistence expenses may only be submitted for expenses incurred on essential University business or for approved attendance at a course or conference.

The University has a small fleet of vehicles available for use by employees on University business. These may be booked through the Transport Office on ext 1725, subject to a driving licence check and driving review. Employees
who use their own vehicle on University business will not be able to claim travelling expenses unless it can be shown that a University vehicle was not available on that day. Employees who do use their own vehicle should ensure that they have business use cover on their vehicle insurance and they must complete the Own Vehicle and Health Declaration Form in advance of first driving for the University. They must also present their driving licence for inspection and comply with the relevant document review procedures.

‘Travel Policy’.
‘Driving at Work Policy’.

AND FINALLY….

We hope this Handbook is useful to you. If you have any comments or suggestions for improving it, please contact Human Resources on ext 2047.
PERSONAL NOTES

Please use this section to keep a note of items for future reference.
PERSONAL NOTES

Please use this section to keep a note of items for future reference.
# CAMPUS MAPS

## Department/Faculty

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Media</td>
<td>CH 90</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>CS 12</td>
</tr>
<tr>
<td>Business/Cherest Business School</td>
<td>CH 83</td>
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<td>CS 18</td>
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<td>Centre for Work Related Studies</td>
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<td>Chaplaincy</td>
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<tr>
<td>Residential Living and Conferencing Services</td>
<td>CS 10</td>
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## Building Name

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<td>Binks Building</td>
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<tr>
<td>Careers and Employability Centre</td>
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<td>Santander</td>
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- **Margaret House & Flat** | C4 36 |
- **Old College** | C6 4 |
- **Parkgate Road Houses** | C1 450 |
- **1-7 Parkgate Road** | C7 71 |
- **35 Parkgate Road** | C7 67 |
- **Scotia House** | C7 70 |
- **St Oswald’s Mount** | C7 68 |
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RIVERSIDE & QUEEN’S PARK CAMPUS MAPS

RIVERSIDE CAMPUS

Key to Facilities
- Entrance
- Accessible Entrance
- Disabled Parking
- Bus Stop
- Cycle Route
- Cycle Parking
- Catering Outlets
- Smoking Areas
- Cash Point
- Recycling
- Student Space
- shuttle bus
- cycle repair station

Faculty
- Business, Enterprise and Lifelong Learning

Department
- Chester Business School

Business and Finance
- Centre for Work Related Studies
- Marketing, Tourism and Event Management
- Research and Knowledge Transfer

RIVERSIDE INNOVATION CENTRE (RIC) 

QUEEN’S PARK CAMPUS

CHURCHILL HOUSE

Faculty/Service
- Lower Ground Floor
- First Floor
- Main Reception
- Seminar rooms
- Starbucks/Refectory
- Student Development room

QUEEN’S PARK CAMPUS

BRIDGE HOUSE

Faculty/Service
- Ground Floor
- Second Floor
- First Floor
- Chester Business School Library
- Dean’s suite
- Lecture Theatre
- Seminar rooms
- Work Based Learning

CAMPUS MAPS

CAMPUS MAPS
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