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# CHRIST CHURCH

## STAFF HANDBOOK

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#### Staff Handbook Issue and Updates

Pages	Issue Number	Date
1-61	1	August 2011
1-62	2	November 2014
1-63	3	May 2016
1-63	4	August 2018

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# CHRIST CHURCH

## **JOINING CHRIST CHURCH**

Welcome to Christ Church or “The House” as it is also known. You are now part of a unique institution, being one foundation with two functions: the religious and the educational. The two parts, Cathedral and College, are equal partners. The Cathedral is therefore not a department of the College. Christ Church houses the Cathedral Church of the Diocese of Oxford, which is also the College Chapel. The institution is one of the largest in the University of Oxford. Christ Church has over 650 students or ‘junior members’ (undergraduates and graduates) reading a wide variety of subjects. The majority of them live in modernised rooms in Christ Church, including St. Aldate’s Quad and the Liddell Building at 60 Iffley Road. There are around 100 academic staff employed by Christ Church and approximately 170 non-academic staff. Despite its size Christ Church prides itself on being a friendly and inclusive place to work and study. Christ Church hopes that you will enjoy your work as a member of this unique institution.

Christ Church complies fully with legislation on equal opportunities. It will apply employment policies that are fair, equitable and consistent with the skills and abilities of its staff and the needs of the institution. Christ Church will not condone any discriminatory act or attitude in the conduct of its activities with the public or its staff. Any act of harassment or discrimination on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation is a disciplinary offence. Christ Church looks to your support in implementing these policies to ensure that all staff are accorded equal opportunity for recruitment, training and promotion.

Christ Church is delighted to have you as part of the team and hopes that you will be happy here. Please read the contents of this staff handbook carefully as it supports and, subject to legislation currently in force, forms an integral part of the contract of employment issued to members of the non-academic staff. In addition to setting out the rules and regulations, it contains a great deal of helpful information which will enable you to feel “at home” as quickly as possible. Much of the information is general so that it is applicable to all non-academic staff. If you have any specific questions regarding your employment, you should speak to the person to whom you are responsible who will be pleased to answer your questions. The Governing Body greatly values the contribution made by the staff to the life of Christ Church. Of course it is also important that you are an effective member of your particular team and work well on Christ Church’s behalf, but this is not our only objective: it also matters that you enjoy your work, that you place value on what you do, and that you increase your fulfillment through training and advancement, whenever possible and appropriate. Christ Church takes a great interest in the welfare of each member of staff, as well as all the volunteers, and to that end operates an “open door” policy.

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### First a little history...

In 1525 Cardinal Wolsey started to build Cardinal College on the site of the former Priory of St. Frideswide, part of which was demolished to make way for the new buildings. When Wolsey fell from power the College was only partly completed and in 1532 it was refounded as King Henry VIII College. In 1546 King Henry established Christ Church, with the remains of St. Frideswide's priory becoming a chapel for the members of the College and a Cathedral for the Diocese. Christ Church, which is often called "The House" [Latin: *Ædes Christi*, the temple (*ædēs*) or *house* (*ædēs*) of Christ, and thus *The House*], is governed by the Dean, Canons and Students of Christ Church, collectively known as the Governing Body. The Students are equivalent to fellows in other colleges. This foundation, which continued without material alteration for more than 300 years up to 1858, consisted of the Dean, eight Canons, 100 Students (to which one was added in 1664), eight Chaplains, the Organist, eight Lay Clerks, eight Choristers and 24 Almsmen.

The Christ Church Ordinances, ratified on 12 August 1867, stipulated that 'The House or Collegiate Foundation of the Cathedral Church of Christ, in Oxford' shall include the Dean, six Canons, 28 Senior Students and 52 Junior Students, besides Chaplains and other Ministers and Servants of the said Cathedral Church.

The Ordinances stated that the 'six Canonries shall be those annexed respectively to the Regius Professorship of Divinity, Hebrew, Ecclesiastical History, and Pastoral Theology, the Lady Margaret's Professorship of Divinity, and the Archdeaconry of Oxford'.

## **THE STRUCTURE OF CHRIST CHURCH**

### **Governance of Christ Church**

Christ Church, like the other colleges of the University of Oxford, is an independent, self-governing institution which prepares its junior members for the examinations of the University. Christ Church is a Registered Charity. It participates in the wider activities of the running of the University through Students' membership of University bodies and representation at the Conference of Colleges.

The governance of Christ Church is vested in the Governing Body. This is made up of the Dean, Canons and Students of Christ Church. The Governing Body has the power to amend and make Statutes (rules which describe how Christ Church is to be run and, especially, how the Dean and Students are appointed). The Statutes are subject to approval by the University and the Privy Council. The Statutes allow the Governing Body to make By-Laws (more detailed rules about the administration of Christ Church, which outline how meetings of the Governing Body and other committees should be conducted, the powers of the committees and the roles of College Officers).

### **College Officers and Main Committees**

The Dean is the Head of Christ Church with general responsibility for its management. The Statutes provide for a number of other College Officers, who are Students and members of the Governing Body, to assist the Dean in the management of Christ Church. College Officers are responsible to the Dean and the Governing Body for their roles.

### **Academic Matters**

The Senior and Junior Censors are responsible for the academic administration of Christ Church. The Academic Committee is the principal committee which considers academic matters, hears reports from the Senior and Junior Censors and makes recommendations on academic matters to the Governing Body.

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### **Student Welfare and Discipline**

The Senior and Junior Censors have the responsibility for the welfare and discipline of junior members of Christ Church (undergraduate and postgraduate students).

### **Non-Academic Matters**

The Steward is responsible for the provision of domestic services, conferences and tourism. House Committee is the principal committee which considers matters related to the foregoing, hears reports from the Steward and makes recommendations to the Governing Body.

### **Financial Matters**

The Treasurer is concerned with The House's investments, financial control procedures, buildings and estates. The Finance and Investment Committees are the principal committees which consider these matters, hear reports from the Treasurer and make recommendations to the Governing Body.

### **Fund-Raising and Alumni**

The Development Director is concerned with raising funds for Christ Church and keeping in contact with its alumni. The Development Committee is the principal committee which considers development matters, hears reports from the Development Director and makes recommendations to the Governing Body.

The Governing Body has set up various committees to assist College Officers in carrying out their responsibilities. With the exception of the Dean, Treasurer, Steward and Development Director (all of whom are appointed to established positions), other Students who act as College Officers remain primarily active teachers and researchers in Christ Church and the University.

### **The Cathedral and the Chapter**

Today the Cathedral is governed by the Dean and Canons of Christ Church (the Chapter). In addition to those Canons holding Professorships, Chapter includes a Sub-Dean, a Diocesan Canon and the Archdeacon of Oxford. The Sub-Dean is the Canon appointed to act as the Dean's deputy in all matters relating to the Cathedral. Also in attendance at Chapter meetings are the Organist, the College Chaplain, the Precentor and the Registrar. Having due regard to the fact that the Cathedral is the seat of the bishop and a centre of worship and mission, the duty of the Chapter is to direct and oversee the administration of the affairs of the Cathedral.

The Chapter House Shop is a limited company run by the Friends of the Cathedral on behalf of the Dean and Canons of Christ Church. There are around 25 paid staff of the Cathedral, including members of the Cathedral choir known as Lay Clerks. There are about 550 volunteers who help in Cathedral activities and in the shop.

### **The Christ Church Community**

Those who make up the Christ Church community fall into the following broad groups:-

**Academic Staff:** The Dean, Students with College teaching or research duties who are members of the Governing Body, the College Officers without teaching or research duties and junior teaching staff.

**Cathedral Staff:** The Dean and Canons, who are members of the Governing Body, look after the Cathedral together with support staff and volunteers managed by the Registrar.

**Non-Academic Staff:** The staff of Christ Church with no teaching or research duties.

**Junior Members:** The undergraduate and graduate students of Christ Church.

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## **DEVELOPMENT AND TRAINING**

Christ Church is committed to supporting and developing its most important resource: its staff. Development and training opportunities are provided to *all* staff by various methods including in-house training as well as that provided by external organisations and the University. Staff are encouraged to make the most of these opportunities to enhance their personal and career development. Staff should discuss their specific training requirements with their manager.

The Oxford Learning Institute provides a range of development opportunities for staff, including an annual programme of seminars and courses in areas as diverse as committee servicing, assertiveness, appraisal and time management.

Training in IT, including software packages such as Word, Excel and Power-point, is available from Oxford University IT Services. More information about what the University IT Services offer is available from their website: [www.it.ox.ac.uk/want/course](http://www.it.ox.ac.uk/want/course).

The Language Centre and its resources are available to members of staff, free of charge. The Centre was set up to aid those who need foreign languages for their studies, research or personal development. The facilities include a language library and study area. Staff may also apply for places on language courses although priority is given to those requiring a course for their university studies or research.

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## **CHRIST CHURCH SPECIFIC BENEFITS**

**What Christ Church provides as your employer:**

### **A) PENSION SCHEME**

#### **PURPOSE**

Christ Church, in accordance with the Pensions Act 2008, will auto-enrol eligible workers into an approved pension scheme.

Christ Church offers NEST (National Employment Savings Trust) as the auto-enrolment scheme for those eligible workers who are not otherwise entitled to join either the USS (Universities Superannuation Scheme), OSPS (Oxford Staff Pension Scheme) scheme or the Church of England funded pension scheme, and for those who are entitled to join any one of the aforementioned schemes but have decided to opt out of doing so. Details are available separately from the Manciple (for members of the Steward's Department), the College Accountant (for members of the Treasury and Academic Departments) and the Cathedral Registrar (for members of the Cathedral). OSPS subscribes to a life assurance scheme for all staff who are members of the pension scheme. It provides a death-in-service benefit. Details may be obtained from the appropriate manager.

Entitled workers will be provided with information informing them about the pension scheme into which they have been enrolled and about their entitlement to opt out.

### **B) BONUS SCHEMES**

The bonus scheme is *non-contractual* and relates only to certain categories of staff in the Steward's Department. However, when a bonus is paid it will vary in size according to the amount of business generated and is dependent on the level of an individual's involvement in the conference business. When the bonus is paid, it is split into two payments: one at the 30<sup>th</sup> June (the summer bonus) and one at the 31<sup>st</sup> December (the winter bonus). In order to qualify for the summer bonus, staff must be in post from 1<sup>st</sup> November to 30<sup>th</sup> June inclusive; to qualify for the winter bonus staff must be in post from 1<sup>st</sup> June to 31<sup>st</sup> December inclusive. *Pro-rata* payments will not be made. If a member of staff is sick during any (rolling) year then they will forfeit some of their bonus. The amount of bonus lost for sick days is calculated by the Steward's Department.

### **C) STAFF MEALS**

Senior managers will give their staff details of any meal arrangements which apply to them if they work in excess of six hours per day. Where a meal is provided it must be taken in the designated area (usually the staff dining room) at the time specified which may change from time to time. It is not permitted to take and/or consume other meals, including food intended for customer service; and nor is it permitted to remove foodstuffs from Christ Church premises. These are both disciplinary offences.

For food-safety reasons entrance to the staff dining room is via the kitchen yard, not through the main kitchen.

Any member of staff or Cathedral volunteer not entitled to meals on duty may, if off duty, purchase breakfast or lunch at the term-time junior member cafeteria.

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**D) CAR PARKING**

Car parking is severely limited and no commitment is made to provide a parking space. Permission to park must be authorised by an individual's College Officer/Registrar, as appropriate. Any authorised vehicle must be parked in a designated parking area. No liability is accepted for damage to private vehicles however it may be caused. When fobs enabling access to the car park are issued to staff, these are personal to the member of staff and do not guarantee the availability of a parking space. Under no circumstances may fobs be passed between members of staff or be used by other members of staff who have not been formally granted permission to park by a College Officer/Registrar. Fobs must be returned on termination of employment or whenever requested to the manager and or the appropriate College Officer/Registrar.

**E) CHILDCARE SALARY SACRIFICE SCHEME**

As part of its commitment to its staff, Christ Church offers the opportunity for eligible staff to participate in a Child Care Voucher scheme in which employees may choose to sacrifice part of their salary/wages in return for child care vouchers. This benefit is not subject to tax and national insurance payments. If you are interested in participating in the scheme or would like any further information please contact the Manciple, College Accountant or Registrar (as appropriate). Arrangements will be made directly with the childcare provider to pay them an amount up to the 'HMRC approved amount' (refer to the Manciple for information on the 'approved amount' or visit [www.hmrc.gov.uk/childcare](http://www.hmrc.gov.uk/childcare), and this sum will be deducted from the member of staff's salary. Other, self-administered, tax-free schemes may be available for those not eligible to join the Voucher Scheme. Please contact the Manciple, College Accountant and or Cathedral Registrar (as appropriate) for further details.

**F) EMPLOYEE ASSISTANCE PROGRAMME**

As part of its commitment to its staff, Christ Church has engaged the services of Health Assured. This is a confidential support service for employees and their immediate family members. The service provides advice on family issues, medical information, lifestyle addictions, gambling, financial matters, relationships, domestic abuse, insurance claims, consumer issues, debt, legal issues, stress, childcare, housing and work. Additional support is available, including telephone counselling and on-line or face-to-face counselling. You may call free 24/7: 0800 030 5182. Further information is available from [www.healthassuredeap.com](http://www.healthassuredeap.com) or from your manager and/or College Officer, who may also make a management referral on your behalf.

**G) TAX-FREE BICYCLE HIRE/PURCHASE SALARY SACRIFICE SCHEME**

In order to make the most of the Green Transport Plan Initiative and associated tax concessions offered by the government, Christ Church has partnered with Cyclescheme to offer eligible members of staff the opportunity to save Income tax and National Insurance on bicycles and bicycle equipment purchases up to a total value of £1,000. The support is in the form of a 12-month hire agreement, which is then repaid via deductions from an individual's gross monthly salary (allowing the saving on tax and national insurance) over the course of a 12-month period. The key conditions relating to the scheme are as follows:

- (a) Eligible staff may purchase any brand of bicycle or accessory from an approved supplier, thus allowing for maximum flexibility, quality and value-for-money.
- (b) Purchases are made by first asking an approved supplier to provide Christ Church with a quote for the cost of the equipment that is to be purchased. If this quote is approved, Christ Church will ask the approved cycle scheme operator to issue a voucher.

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- (c) The scheme is open to all members of staff whose employment is for longer than the period of the hire agreement (12 months) and who have successfully completed their probationary period, provided that they meet the following criteria:
- (i) They are over 18 years of age (to comply with Consumer Credit Act legislation);
  - (ii) They earn more than the National Minimum Wage after their loan repayment has been deducted.
- (d) The bicycle should be used for at least 50 per cent of journeys to work, but may also be used for leisure purposes. There is no requirement to record trips or the mileage travelled.
- (e) The bicycle and any accessories remain the property of Christ Church for the duration of the hire period. At the end of the hire period the ownership passes to Cyclescheme and the individual will be given the opportunity to:
- (i) return the bicycle and equipment to Cyclescheme;
  - (ii) purchase the bicycle from Cyclescheme for an agreed market value in accordance with HMRC guidelines; or
  - (iii) extend the hire period for up to 36 months in which case the member of staff will pay Cyclescheme a small refundable deposit;
  - (iv) if at the end of the extended hire agreement the member of staff wishes to keep the bicycle, Cyclescheme will retain the deposit and no further payments are due; or
  - (v) return the bicycle to Cyclescheme and Cyclescheme will return the deposit.

For full details of the scheme and an application form, please contact the Manciple, College Accountant or Registrar as appropriate. Further information may also be found on the Cyclescheme website at: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk).

(f) **Bicycle Mileage**

The use of bicycles for business use will be paid in line with the maximum currently permitted by the HMRC rates per mile. Payments will only be made for pre-authorised approved travel purposes and there will be no reimbursement for mileage incurred travelling to and from home to work.

**H) SEASON TICKET LOANS**

Christ Church will consider applications from staff for an interest-free loan for the purchase of season tickets for public transport provided they have successfully completed their probationary period. These loans will be subject to a written agreement. The agreement will cover arrangements for repayment by deductions from salary. Outstanding sums must be repaid in the event of employment being terminated, either during, or on the expiry of, the notice period. Applications should be submitted to the Manciple, College Accountant or Registrar as appropriate.

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**I) SIGHT TESTS AND SPECTACLES FOR COMPUTER USERS**

Christ Church will contribute towards the cost of a basic and fit-for-purpose pair of spectacles as determined by a registered optician (in accordance with Christ Church's Health and Safety Policy), provided these are required *solely* for use with Display Screen Equipment (computer) at work. Additionally, Christ Church will cover the cost of an eye test, if this is required for DSE purposes. This is in accordance with current legislation. In order to ascertain whether or not an individual qualifies as a 'DSE User', it is necessary to complete a DSE assessment. Assessment forms are available from managers. DSE forms are completed on an annual basis.

When making a claim for reimbursement through the Manciple, College Accountant or Registrar the member of staff will need to provide the optician's receipts, plus a signed statement from the optician indicating whether the need for spectacles is for general use or computer use only.

**J) HEALTH CARE MEMBERSHIP**

A health care scheme is available to Christ Church staff at a substantial discount on normal rates paid. Deductions are made through the payroll. Christ Church acts solely as the introducer of staff to a company that provides a health care scheme. Once introduced, staff will deal with the company directly for any medical treatment. Members of staff interested in joining the scheme should contact the Manciple, College Accountant or Registrar, as appropriate, for further details.

**K) SQUASH COURT**

There are squash courts within Christ Church which staff are permitted to use (at their own risk) and which may be booked on the Christ Church website for a small charge. Please note that during term priority will be given to junior members. Staff are asked not to book the squash court for the sole use of non-members of Christ Church.

**L) CHRIST CHURCH PUNTS**

Staff may (at their own risk) hire punts for a small charge. The punt may be booked on the Christ Church website. Please note that during term priority will be given to junior members. Staff are asked not to book punts for the sole use of non-members of Christ Church.

**M) CHRIST CHURCH GARDENS, SPORTS GROUND & GYM**

Staff may use the Pocock Garden. Subject to availability staff may (at their own risk) use the sports ground pitches and tennis courts. Please note that during term priority will be given to junior members. Staff are asked not to book the sports ground, tennis courts or gym for non-members of Christ Church. Christ Church also offers free inclusive membership of the Oxford University's Pulse Gym (excluding the Power-lifting Club Room), running track and Rosenblatt swimming pool. Your line manager will provide further details. This arrangement will be reviewed from time to time by the Treasurer.

**N) BEAUTICIAN**

Visits from a beautician will be arranged from time to time if there is sufficient demand. A notice is circulated to staff by the Steward's PA a few weeks prior to each visit and any staff member wishing to make an appointment should do so through the Steward's PA. As the number of appointments is limited, they are allocated on a first-come, first-served basis. Staff should pay the beautician directly.

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## O) GUEST ROOMS

Staff may, on occasion, book an empty student room as a guest room for their own use; for example, for the night of a special occasion such as the Staff Christmas Party. All requests must be submitted to the Steward's PA for approval before booking. Please note that guests under the age of 18 cannot be accommodated in Christ Church rooms unless accompanied by a parent. The charge for hire of a room is based on the current guest room rate.

## P) UNIVERSITY CARD

All staff are permitted to apply for a University card, possession of which entitles the holder to various discounts and other benefits, some of which are listed below. Please bear in mind that the list is not definitive and is subject to change without notice. The following link: [www.admin.ox.ac.uk/card/](http://www.admin.ox.ac.uk/card/) gives further details:

- 10% discounts in University shops; for example, the University of Oxford shop, the Oxford University Press Bookshop, the Bodleian and Ashmolean shops.
- Free entry to Oxford colleges which normally charge for admission.
- Discounted software from the University IT Service. For further details go to [www.it.ox.ac.uk/want/shop](http://www.it.ox.ac.uk/want/shop).
- Free access to the University Botanical Gardens. Staff with a particular interest in gardening may like to join the Friends of the Botanical Gardens, and receive benefits such as guided tours, workshops and newsletters. For further information go to [www.botanic-garden.ox.ac.uk](http://www.botanic-garden.ox.ac.uk).
- Free access to the 88-acre site at Harcourt Arboretum, in Nuneham Courtenay, which contains one of the finest collections of mature trees in the country. It is open daily between April and November, and on weekdays from December to March. For further information go to [www.botanic-garden.ox.ac.uk](http://www.botanic-garden.ox.ac.uk).
- Staff may apply for a free permit to access Wytham Woods which covers 415 hectares and consists of a mixture of woodland and grasslands. There are over 30 km of roads on which to walk. The woods are open from 1000hrs to dusk from Monday to Friday and from dawn to dusk at weekends. The woods are open throughout the year and only close when essential management is being undertaken. To request a permit contact The Conservator by telephone: (01865) 726832 or visit the website: [www.wytham-woods.ox.ac.uk](http://www.wytham-woods.ox.ac.uk).

## Q) USE OF LIBRARIES

Christ Church staff may use their University cards for access to the Bodleian Library. Access to the Christ Church library for quiet study and to borrow books is also available in Michaelmas and Hilary terms, subject to prior permission from the Librarian who will arrange for interested staff, who hold a Bodleian card, to be registered.

## R) UNIVERSITY LECTURES

Christ Church staff can attend some university and college lectures on a wide range of subjects, when space permits. Details of these lectures can be found in the *Gazette*, the *Oxford Magazine*, and on the web: [www.ox.ac.uk/gazette](http://www.ox.ac.uk/gazette).

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**S) UNIVERSITY CHILDCARE**

The University along with several colleges runs a number of nurseries. For further information refer to the website: [www.admin.ox.ac.uk/childcare/salariesacrificescheme](http://www.admin.ox.ac.uk/childcare/salariesacrificescheme). The Independent Childcare Information Service offers help and advice on childcare provision in Oxfordshire, including a list of childminders, nurseries, playgroups and parent support groups. For further information contact: The Childcare Information Service (08452-262636 or visit the website: [www.oxford.gov.uk/cms-public-site/find.childcare](http://www.oxford.gov.uk/cms-public-site/find.childcare). The following is a list of college-run nurseries:

- St. Paul's Day Nursery, Somerville College
- St. Anne's Nursery
- Balliol College Day Nursery
- Wolfson College Nursery

**T) UNIVERSITY CLUB**

Christ Church staff may use the restaurant at the University Club in Mansfield Road which offers moderately priced meals, including vegetarian options. The Club is open for morning coffee, lunch and afternoon tea. The Club also houses a small gym which staff may join for a modest subscription. Further details may be obtained by visiting the Club in person or via the Club's website: [www.club.ox.ac.uk](http://www.club.ox.ac.uk).

**U) STAFF ACTIVITIES AND EVENTS**

There are a number of staff-run activities and subsidised events;

- Staff v. Emeriti Cricket Match and Tea
- Staff Croquet Match
- Staff Rowing Group 'Henry's Eight'
- Staff Book Club
- Trinity Sports Day
- Staff Christmas Party
- Steward's Christmas Drinks in Hall

These events are not contractual and may be cancelled or changed without notice.

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## **SPECIFIC TERMS OF EMPLOYMENT**

All staff at Christ Church need to be informed about a number of contractual matters which are listed in this section.

### **A) STATEMENT OF MAIN TERMS (SMT)**

All staff will have been given an SMT (Statement of Main Terms) when being offered a post at Christ Church. This provides contractual details related to an individual's specific role within Christ Church and includes the following information:

- Post title
- Place of work
- Manager
- Hours of work
- Remuneration
- Annual holiday entitlement
- Bank holiday working
- Sickness and pay conditions
- Statutory procedures
- Notice periods

### **B) OFFER OF EMPLOYMENT**

Christ Church's offer of employment is conditional on the receipt of the following: satisfactory references; confirmation that Christ Church may lawfully employ a specific individual in the United Kingdom and any other conditions set out in the letter of employment. If at any time an individual is found to have given deliberately misleading or incorrect information, then they will be liable to summary dismissal.

### **C) PRE-EMPLOYMENT REQUIREMENTS**

Before taking up work with Christ Church an individual will have been asked to complete and return several documents including a signed SMT, a Post-Offer Employment Health Questionnaire, a Salary Payment Information form and a Staff Information form. If an individual is employed as a food-handler they will also be asked to complete an 'Essentials of Food Hygiene' form.

Home Office regulations compel employers to see a document which confirms all staff members' right to take up work in the United Kingdom. All employment is subject to the provision of appropriate documentation to comply with the asylum and immigration legislation. In all cases it is essential that the **original** document is produced. Photocopies are not acceptable.

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**D) PROBATIONARY PERIOD**

All staff join Christ Church on an initial probationary period, normally six months. An individual's specific probationary period will be detailed in their letter of appointment and/or Statement of Main Terms (SMT). The purpose of a probationary period is to ensure that a post-holder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance.

If an individual's performance is satisfactory, their employment will continue. However, if their work performance is not up to the required standard, or they are considered to be generally unsuitable, Christ Church may either take remedial action (which may include the extension of the probationary period and further training to assist in improving performance) or terminate the employment with appropriate notice at any time. Christ Church reserves the right not to apply its full contractual capability and disciplinary procedures during probationary periods.

**E) JOB DESCRIPTION**

All staff will be provided with a job description of the post to which they have been appointed and amendments may be made to their job description from time to time in relation to the changing needs of Christ Church and according to the individual's own ability.

**F) MOBILITY AND FLEXIBILITY**

Although staff are usually employed at one particular site, it is a condition of employment that they are prepared, whenever required, to transfer to any of the other Christ Church sites. This mobility is essential to the smooth running of Christ Church. It is also an express condition of employment that staff are prepared, whenever necessary, to transfer to alternative departments or duties within the organization (having regard to relevant skills). During holiday or other periods of absence it may be necessary for a member of staff to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volume of work is always subject to change.

**G) STAFF TRAINING**

It is widely recognised that training plays an essential part in every purposeful and successful workplace. At the commencement of employment staff will receive training for their specific job, and as their employment progresses their skills may be extended to encompass new job activities within Christ Church. Christ Church is committed to investing in its staff, and to providing them with any training that is necessary for the safe or better performance of their duties. Training needs may be identified through the appraisal process, or may be suggested by individuals to their managers. All payments for training must be authorised by the appropriate College Officer/Registrar.

Christ Church is obliged as an employer to provide regular training in (amongst other things) fire, health and safety, food safety, hygiene, dangerous machinery, hazardous substances and first aid. As a responsible employer Christ Church also provides relevant professional and skills training to staff at all levels and some training may be compulsory. If an individual staff member is interested in other training to develop their career (e.g. IT skills, management skills) this may also be available.

An induction training session is arranged for **all** new members of staff and this will take place in the early months of employment. Thereafter training will form an integral part of each member of staff's working life at Christ Church. Opportunities for work experience in other departments may be available.

Staff employed in food service, bar and catering areas will be expected to complete a certified Basic Food Hygiene Course within a few months of employment. Training at Intermediate and Advanced level is a requirement for more senior staff employed in these areas. A basic Health and Safety Course may also be required for certain staff.

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- (a) Where an individual is required to undertake training in order that Christ Church may fulfil its legal commitments (e.g. health and safety), the cost of training will be borne wholly by Christ Church.
  - (b) Where an individual undertakes training that is not a legal or a necessary requirement for an individual's role, application for funding may be made, in the first instance, to the appropriate manager. When being granted approval for any such course fees, the member of staff will normally be required to sign an undertaking agreeing that (entirely at its own discretion) Christ Church may reserve the right to deduct an amount from any salary owing to the member of staff at the time of the termination of his or her contract. Should the member of staff resign at any time within two years of the fees having been paid, 100% of the fees are repayable.
  - (c) A day's paid leave will be given for the taking of an examination in relation to an approved course.
  - (d) If a member of staff requires details of further training or would like to discuss their specific training needs then they should contact their manager in the first instance.

#### **H) PERFORMANCE AND APPRAISAL**

The purpose of the Appraisal Scheme is to encourage the development of individual members of staff and those responsible for their management through improved two-way communication. It provides opportunities for managers to discuss with staff ways to improve performance, increase job satisfaction, and identify training and development needs, and for staff to make honest observations on the way their work is arranged and/or managed. Appraisals will normally be held on an annual basis. However, it is Christ Church policy to monitor work performance on a continuous basis so that it can maximise an individual's strengths, and help them to overcome any weaknesses.

#### **I) EMPLOYMENT OF EX-OFFENDERS AND THE USE OF DISCLOSURE AND BARRING SERVICE CHECKS**

Christ Church is committed to being an Equal Opportunities employer and consequently we aim to ensure that ex-offenders receive fair treatment from the recruitment stage and throughout their employment within the institution.

As an organisation using the Disclosure and Barring Service to assist in assessing applicant's suitability for positions of trust, Christ Church complies fully with the relevant Code of Practice and undertakes to treat all applicants for all posts fairly. Christ Church will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Christ Church actively promotes equality of opportunity for all, and all candidates interviewed will be selected on the basis of their talent, skills, qualifications and experience.

A disclosure is only requested if it is legally required or if a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at each stage of the recruitment process.

Where disclosure forms part of the recruitment process, Christ Church encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.

Unless the nature of the position allows Christ Church to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

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Christ Church will ensure that all those in the institution who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or termination of employment.

Christ Church undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.

Having a criminal record will not necessarily bar an applicant from working for Christ Church. This will depend on the nature of the position and the circumstances and background of the offences.

## **J) SALARY MATTERS**

### **1. Payment**

- (a) The pay month is the calendar month. Salaries/wages are paid on the 26th of each month, or the previous banking day. Different arrangements may apply for the first few weeks when a payment by cheque may be made. Where applicable, overtime payments are paid up to one month in arrears. Individual overtime sheets will be used where applicable. Overtime sheets must be completed and approved by the appropriate manager before payments can be processed.
- (b) Staff will receive a payslip showing how the total amount of pay has been calculated. The payslip will show the deductions that have been made and the reason(s), e.g. income tax, national insurance, pension etc.
- (c) Any pay queries should be raised with the appropriate Payroll Department: the Manciple (for staff working in the Steward's Department); the College Accountant (for staff working in the Treasurer's and Academic Departments); and the Registrar (for those working in the Cathedral).

### **2. Overpayments**

If a member of staff is overpaid for any reason they will be informed at the earliest opportunity of the amount involved. The total amount of the overpayment will normally be deducted from the next payment. However, if this would cause hardship, arrangements will be made for the overpayment to be recovered over a longer period.

### **3. Underpayment**

If a member of staff is underpaid for any reason, the total amount of the underpayment will normally be paid in the next scheduled payment. However, if this would cause hardship, arrangements may be made for the underpayment to be made earlier.

### **4. Income Tax and National Insurance**

At the end of each tax year all staff will be given a form P60 showing the total pay received from Christ Church during that year and the amount of deductions for Income Tax and National Insurance. Staff may also be given a form P11D showing non-salary benefits. These documents should be kept in a safe place as they may be needed in dealings with the HMRC and other government departments, or if completing a self-assessment form.

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## 5. Review of Salaries

Salaries are normally reviewed annually

## 6. Payments for temporarily undertaking additional responsibilities

In cases where a member of staff is asked to assume the *full* duties and responsibilities of a higher grade post during periods of extended absence of the post-holder (the period to be a continuous one of at least one month and for any reason other than annual leave or short periods of sickness), on application by a manager Christ Church may authorise temporary payments at a higher level.

The individuals concerned will receive written confirmation of such arrangements. Where possible, this notification will be given in advance, but may have to be given retrospectively, as, for example, in cases of unexpected long-term sickness.

## K) MATERNITY, PATERNITY, ADOPTION OR BIRTH AND ADOPTION SUPPORT LEAVE

All staff members who meet the relevant qualifying provisions, and regardless of staff group, grade or hours worked, will be eligible for the Christ Church Maternity/Adoption Leave Scheme, provided that they intend to return to work in their department at the end of their maternity leave. Christ Church follows the University's schemes for maternity, adoption, paternity or birth and adoption support leave which are kept up to date in response to changes in statutory arrangements. Please refer to the guidance on family leave arrangements at [www.admin.ox.ac.uk/personnel/during/family](http://www.admin.ox.ac.uk/personnel/during/family) and/or to the appropriate manager or College Officer/Registrar. If an individual (or their partner) becomes pregnant they should notify their manager at an early stage. Early notification enables Christ Church to explain any entitlements and obligations, and to carry out a work environment assessment to ensure that there are no health or safety risks to them or their baby.

## L) PARENTAL/SHARED PARENTAL LEAVE & FLEXIBLE WORKING

If an individual is entitled to take parental/shared parental leave in respect of the current statutory provisions, they should discuss their needs with their manager, who will identify their entitlements and look at the proposed leave periods dependent upon the individual's child's/children's particular circumstances and the operational aspects of Christ Church. An individual may be entitled to request flexible working in accordance with the current statutory provisions. Details are available from the Steward/Manciple (for staff working in the Steward's Department); the College Accountant/Treasurer (for staff working in the Treasurer's and Academic Departments); and the Registrar (for those working in the Cathedral).

## M) TIME OFF FOR DEPENDANTS

In certain circumstances an individual may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help for their dependants. Christ Church does not attempt to prescribe the amount of additional leave that might be appropriate in individual cases. Should time off be necessary individuals should discuss their situation with their manager in the first instance, who may take this up with the appropriate College Officer/Registrar, who, if appropriate, will agree the necessary time off.

Absence from work to attend to the sickness of a member of immediate family or equivalent, or to attend to a family or domestic emergency, will normally be paid *in the first instance* to enable an individual to make the necessary arrangements for continued care or attention. Such paid leave will normally be limited to a period ranging from half a day to no more than one day. Additional leave, which will normally be unpaid or taken as annual leave, may be granted in certain circumstances. In certain exceptional circumstances, the appropriate manager may grant a further limited period of paid leave for these purposes after consultation with the appropriate College Officer/Registrar. It is important that these provisions are not abused. The frequency of emergency leave requests will be monitored and if deemed excessive in the view of the College Officer/Registrar they will be unpaid.

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## N) TIME OFF FOR APPOINTMENTS

Circumstances may arise where an individual needs time off to attend medical/dental appointments, or for other reasons. Staff will be expected to provide proof of all appointments. 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 the appropriate manager and the individual will be expected to make up the time lost or, if this is not possible, to forego pay. However, in the event of regular and excessive appointments time off may be without pay.

## O) BEREAVEMENT LEAVE

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off for the death of someone with whom they have had a close personal relationship (e.g. spouse, partner, child, parent, brother, sister, in-law) is therefore inappropriate. In such cases, they should discuss their circumstances with their manager **and** their College Officer/Registrar to agree appropriate time off.

Leave of absence to attend the funeral of a family member (or equivalent), or to carry out executorial duties, will *normally* be granted as paid leave outside annual entitlement.

If an individual requires extended time away from work to travel to or from a funeral or to carry out non-executorial duties associated with a death, they should discuss their requirements with the appropriate manager, who may after consulting with the appropriate College Officer/Registrar, grant leave which will normally be unpaid or taken as annual leave. In certain exceptional circumstances, a further limited period of paid leave may be granted for such purposes.

## P) HOLIDAY ENTITLEMENT AND CONDITIONS

### ANNUAL HOLIDAYS

1. The holiday year begins on 1<sup>st</sup> January and ends on 31<sup>st</sup> December each year.
2. The annual holiday entitlement is shown in an individual's Statement of Main Terms of Employment (Form SMT).
3. Holidays will not normally be allowed to be carried over to the following year. Any holiday entitlement not taken by the end of the holiday year will be lost and no payment in lieu will be made. Any requests to carry leave over will only be granted in *exceptional circumstances* when a member of staff has been unable to book/ take their annual leave by the end of the holiday year (e.g. in cases of long term sickness absence and maternity leave). Such requests must be authorised by the appropriate College Officer/Registrar.

### CONDITIONS APPLYING TO ANNUAL HOLIDAY ENTITLEMENT

1. A Holiday Request form must be completed for all holiday requests and it must be signed by the appropriate manager or College Officer/Registrar before firm holiday arrangements are made.
2. Holiday requests will only be considered if presented on the correct form and holiday dates will be allocated and agreed on a first-come, first-served basis whilst ensuring that operational efficiency, and minimum staffing levels, are maintained throughout the year. The dates of holidays and the scheduling of any closures are determined with regard to Christ Church's educational, religious, visitor or conference commitments.
3. Staff should give at least four weeks' notice of their intention to take holidays and one week's notice is required for odd single days unless agreed otherwise with the appropriate manager, College Officer/Registrar.

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4. Staff may not normally take more than two working weeks consecutively unless agreed otherwise with their manager or College Officer/Registrar.
  5. Staff may be required to take part of their holiday entitlement at stated times: for example, at Christmas, at Easter or other closed periods.
  6. Holiday pay will be at the individual's normal basic pay unless shown otherwise on their Statement of Main Terms.
  7. In the event of the termination of employment any holidays accrued but not taken will be paid. However, in the event of an individual having taken holidays in the current holiday year, which have not been accrued *pro-rata*, then the appropriate payments will be deducted from their final wages/salary. This is an express written term of the contract of employment.
  8. Except if employment comes to an end, payment *in lieu* of annual holidays is not permitted.

**Q) PUBLIC/BANK HOLIDAY WORKING**

Christ Church operates on all bank holidays. If a member of staff is required to work on a bank holiday in order to ensure the smooth operation of Christ Church, an individual's entitlement to public/bank holidays, and to any additional payment which may be made for working on a public/bank holiday, is shown in their individual Statement of Main Terms of Employment.

**R) OTHER ABSENCES**

Any other absence outside the terms and conditions of employment must be approved in advance by the appropriate College Officer/Registrar. From time to time members of staff may be required to attend conferences and other events relevant to their work as specified in their job description.

**S) VOLUNTARY PUBLIC SERVICE**

Members of staff should obtain the agreement of the appropriate College Officer/Registrar to the time off involved before undertaking voluntary public service. Reasonable leave of absence will be granted to such members of staff required to attend council meetings, or to serve as school governors which may be paid or unpaid. However, voluntary public service which involves more than one day off per month will normally be unpaid or arrangements will be made with the appropriate College Officer/Registrar to make the time up. If an allowance or any form of remuneration is paid to an individual who undertakes voluntary services, then this must be declared to Christ Church to ensure no duplication of payment is being made. Arrangements for time off to undertake voluntary public service may be revoked at any time if the activities of Christ Church are being adversely affected.

# HOLIDAY REQUEST

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Holiday Year: \_\_\_\_\_

Holiday entitlement in full year \_\_\_\_\_ weeks Entitlement in current year \_\_\_\_\_ weeks

FOR COMPLETION BY EMPLOYEE			FOR MANAGEMENT USE ONLY			
From - to (including type of leave)	Number of weeks/days	Signed & Date of request	Holiday Approved	Holiday Refused Initial & Date	If approved	
					Weeks/days Taken	Weeks/days Still Due
Date of return to work:						
Date of return to work:						
Date of return to work:						
Date of return to work:						
From -To						
Date of return to work:						
From - To						
Date of return to work:						

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## **SICKNESS/INJURY PAYMENTS AND CONDITONS**

### **A) IMMEDIATE NOTIFICATION OF INCAPACITY FOR WORK**

1. If a member of staff is unable to attend work because of illness, they or someone on their behalf, should inform the appropriate manager at Christ Church by telephone on the first day of incapacity and no later than **one hour** before the commencement of their *normal* starting time. (Where flexible shift patterns apply, notification must be made no later than 0900hrs on the first date of absence.) Notification should be made personally (or if the individual is unable to do so on account of illness, then by a relative, neighbour or friend), to their manager. Individuals should try to give some indication of their expected return date and notify their manager as soon as possible if this date changes. Failure to provide such notification without good reason may result in sick pay (including payment under Christ Church's sick pay scheme) being withheld, and/ or disciplinary action being taken in relation to unauthorised absence from work.
2. If incapacity extends to more than seven calendar days, individuals are required to notify Christ Church of their continued incapacity once a week thereafter, unless otherwise agreed. Christ Church feels obliged to point out that false statements on this form could lead to prosecution and/or disciplinary action by Christ Church.

### **B) EVIDENCE OF INCAPACITY**

1. Doctors' certificates are not normally issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) an individual must sign a self-certification absence form on their return to work stating the precise nature of the sickness or injury which caused the absence. Expressions like 'unwell' or 'sick' are insufficient.
2. If sickness has been (or a member of staff knows that it will be) for longer than seven days (**whether or not they are working days**) they should see their doctor and make sure s/he provides a medical certificate. This certificate must be forwarded to Christ Church for the attention of the appropriate manager or department, without delay. Subsequently the member of staff must supply Christ Church with consecutive doctors' medical certificates to cover the whole period of absence.

Please note that even though a doctor's certificate is not required for SSP (statutory sick pay) purposes until an individual has been absent from work for more than seven days, they should nevertheless visit their doctor before that date if they feel sufficiently ill to require medical treatment. If the doctor provides a certificate at that stage, this must be forwarded to Christ Church without delay.

### **C) PAYMENTS**

1. Staff are entitled to SSP (statutory sick pay) if they are absent because of sickness or injury provided they meet the criteria in the current SSP regulations. When an individual is absent for four or more consecutive days they will be paid SSP by Christ Church if they are eligible. This is treated as salary and is subject to normal deductions.
2. Qualifying days are the only days for which an individual is entitled to SSP. These days are normally their working days unless otherwise notified. 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.

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3. Any contractual sickness/injury payments are shown in an individual's Statement of Main Terms of Employment. Christ Church reserves the right not to make any payments for the first three days of any period of absence. Sickness absence is recorded on a rolling 12-month basis and contractual payments are calculated accordingly.
  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 an individual is excluded or transferred from SSP. If an individual is in receipt of any other state benefits, they should inform the relevant payroll administrator.
  5. If an individual is entitled to any payments in excess of SSP and their entitlement expires, full or part payment may be allowed at the relevant College Officer's or Registrar's discretion where it is considered that there are special circumstances warranting it.
  6. Where the circumstances of an individual's incapacity are such that they 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 Christ Church may have made to an individual because of the absence (including SSP) shall be repaid by the individual to Christ Church up to an amount not exceeding the amount of the compensation or damages paid by the third party.
  7. Christ Church may withhold statutory sick pay (and sick pay paid out under its own sick pay scheme) if it has good reason to believe that any illness is not genuine, or where an individual's level of absence has exceeded acceptable limits. If the member of staff disagrees with this decision to withhold payment, they should contact the relevant College Officer/ Registrar and raise the matter informally in the first instance. It is open to members of staff to progress the matter through the formal grievance procedure if necessary. If, after this, an individual still claims that they are entitled to SSP, they may apply to an Adjudication Officer of the Benefits Agency, who will decide incapacity based on the facts.
  8. If a member of staff is taken ill whilst on **annual** leave (as opposed to public holidays and Christ Church closed periods), arrangements will apply under which, provided they satisfy the relevant College Officer/Registrar by production of a doctor's certificate, they will be able to take the balance of their annual leave at a later date after return to work provided that it is taken before 31 December in the same year. (In exceptional circumstances the period within which any balance of holiday may be taken may be extended to 31 March next following the absence.) In these circumstances, permission shall not unreasonably be withheld to allow a transfer of entitlement into the next leave year. The normal reporting requirements for sickness still apply and must be adhered to when a member of staff is taken ill whilst on annual leave in order for holidays to be reinstated.
  9. If a member of staff is signed off work by a GP and the employee feels that they are ready to return to work before the expiry of the doctor's certificate, then Christ Church will require the employee to seek advice from their GP before returning to work and, to provide a 'fit for work' or a 'fit for some work' certificate from their GP.

#### **D) RETURN TO WORK**

1. Staff should notify their manager as soon as they know on which day they will be returning to work, if this differs from a date of return previously notified.
2. If a member of staff has been suffering from an infectious or contagious disease or illness such as rubella or hepatitis they must not report for work without clearance from their own doctor.

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3. If a member of staff is a food handler and during the course of their employment they become aware that they are suffering from or are a carrier of typhoid, paratyphoid or any salmonella infection, gastric disorder, gastro-enteritis or diarrhoea likely to cause food poisoning, they must inform their manager immediately. The individual may not work for two days and will not be permitted to work before a confirmatory medical certificate is provided.
  4. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), the member of staff is also required to complete a self-certification absence form and return this to their manager.
  5. Upon returning to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

#### **E) GENERAL**

1. Submission of a medical certificate or Sickness Self-Certification Absence form, although giving Christ Church the reason of an individual's absence, may not always be regarded by Christ Church as sufficient justification for accepting absence. Sickness is just one of a number of reasons for absence and although it is understandable that if a member of staff is sick they may need time off, continual or repeated absence through sickness may not be acceptable to Christ Church.
2. In deciding whether an absence is acceptable or not Christ Church will take into account the reasons and extent of all of an individual's absences, including any absence caused by sickness. Christ Church cannot operate with an excessive level of absence as all absence, for whatever reason, reduces efficiency.
3. Christ Church will take a serious view if a member of staff takes sickness/injury leave which is not genuine. This will result in pay being withheld and/or disciplinary action being taken.
4. If Christ Church considers it necessary, permission to contact an individual's doctor will be requested or they may be asked to be independently medically examined, the cost of which will be met by Christ Church. Staff are expected to cooperate with this procedure.

#### **F) SICKNESS ABSENCE MONITORING PROCEDURES**

Managers have access to sickness absence details for their particular area of responsibility. In conjunction with the Manciple and College Accountant, College Officers and the Registrar will monitor absence rates for their staff. Where an individual's level of sickness absence is felt to be unacceptably high, the following procedure will be followed:

##### **(a) Investigation**

- (i) The relevant College Officer/Registrar should be consulted before discussing the issue of sickness absence with a member of staff.
- (ii) If levels of sickness absence cause concern, this will be brought to the individual's attention by the appropriate manager, who will ask him or her for cooperation in reducing the levels of sickness absence. Such discussions will normally be informal in the first instance.
- (iii) The individual circumstances of each member of staff will be sympathetically considered, and all factors will be taken into account, including the individual's history of sickness absence whilst employed at Christ Church. Particular attention will be paid to patterns of absence.

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**(b) Action**

- (i) If a member of staff is unable for health reasons to attend work on a regular basis, the individual is expected to co-operate in being examined by the Christ Church Doctor, the cost of which will be met by Christ Church.
- (ii) Christ Church will request a medical report from the individual's doctor or consultant to determine his or her fitness for work. When reports are requested from the individual's doctor or consultant, the staff member has the right under the Access to Medical Reports Act to request to see the medical report before it is submitted to Christ Church. Staff will be informed of these rights before medical reports are taken up.

**(c) Fit for Work**

If the member of staff is declared fit for work, Christ Church will expect him/her to attend work on a regular basis. Christ Church will normally inform the staff member in writing that his or her attendance will, depending on the circumstances, be monitored for a period varying from a couple of months to six months. The letter to the staff member will normally state the monitoring period and also mention that at the end of that period, Christ Church may, having taken all the circumstances into account, deal with this matter by means of the disciplinary procedures.

**(d) Unfit for Work**

If a member of staff is declared unfit for work, Christ Church will investigate the possibility of re-deployment on the grounds of ill-health. If neither of the above options is possible, Christ Church, after taking medical advice, may regretfully have to consider dismissing the individual on the grounds of incapability due to ill-health. However, the individual will be consulted at all stages before any action is taken.

**G) LATENESS/ABSENTEEISM**

1. Staff must attend for work punctually at the specified time(s) and they are required to comply strictly with any time-recording procedures relating to their work.
2. All absences must be notified in accordance with the sickness reporting procedures laid down in this Staff Handbook. Absences for any other reason must still be reported and authorised by telephone contact with your manager.
3. Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

**H) EXTREME WEATHER CONDITIONS POLICY**

This policy aims to ensure that equal and fair treatment is applied as far as possible to staff who are unable to attend work, or who have to work a shorter day than normal, due to extreme weather conditions. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions, Christ Church recognises that there should not be a disincentive to staff who do make a particular effort to get to work.

It is acknowledged that individual circumstances will vary greatly and therefore it is unlikely that this policy will cover all eventualities. The appropriate College Officer/Registrar will exercise discretion where necessary if there are exceptional circumstances.

This policy covers 'extreme weather conditions' and covers conditions such as snow, ice, fog and floods which result in extremely hazardous journeys for staff by rail or road (either by public or private transport). Christ Church considers the term 'extremely hazardous' as defining those conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys or indeed to travel at all.

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1. If there are extreme weather conditions staff are expected to make every reasonable effort to get to work, adapting their means of travel if necessary, even if this means they will arrive late.

If an individual is unable to attend work because of the weather conditions they must notify their manager at the earliest opportunity and if possible within one hour of their usual start time. In this case the member of staff would normally be expected to take the time as either annual leave or, at their request, to make up the time lost. Any exceptions to this would be at the discretion of the appropriate College Officer/Registrar.

Please note that failure to notify an appropriate manager that an individual is unable to attend work would be considered as unauthorised absence and therefore would be unpaid.

Where applicable, a member of staff may be required to work from an alternative base or it may be possible for them to work from home in cases of extreme weather. These options should be discussed and agreed with the appropriate manager.

2. If a member of staff arrives late as a result of extreme weather they will not normally be expected to make up the time lost.

Likewise, if they wish to leave work early because of the weather they should consult with their manager, College Officer/Registrar. In the case of weather worsening or particularly hazardous conditions they should be able to leave work earlier than usual without having to make up any time lost.

Normally all staff who attend work during such hazardous conditions, but work a shorter day than normal because of the weather, will be paid as normal.

3. In exceptional circumstances, a decision may be made by the appropriate College Officer/Registrar (or in their absence another Senior Member of Christ Church) to close the buildings or various departments, and staff will be sent home or told not to come to work. In this instance staff would not be required to make up lost hours.
4. The nature of this policy is to cater for initial, emergency situations. However, it is recognised that in some instances bad weather may continue and other services may be affected. In this situation other policies may need to be referred to. For example, if schools are closed and an individual needs to take time off to look after children, the Parental Leave policy may be applicable. Individuals should discuss their personal situation with their manager or College Officer/Registrar.
5. If extreme weather prevents a member of staff from returning to work from a holiday destination then they should make contact with their manager at the earliest opportunity to let him/her know that their return to work is delayed due to extreme weather and confirm when their likely return date will be. On return to work their manager will discuss with the individual how this absence can be best managed.
6. Staff should record any absence due to 'extreme weather' on the weekly time sheet and record their absence clearly stating that the reason for the absence was due to extreme weather. This form must be signed off by their manager in the usual way.

**SICKNESS SELF-CERTIFICATION/ABSENCE**

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.

<b>NAME:</b>			
<b>Dates of sickness</b>			
<b>FROM</b>	<b>(Including non-working days)</b>	<b>TO</b>	
_____ am/pm	_____ am/pm	_____ am/pm	_____ am/pm
_____ day	_____ day	_____ day	_____ day
_____ date	_____ date	_____ date	_____ date
<b>Dates of absence</b>			
<b>FROM</b>		<b>TO</b>	
_____ am/pm		_____ am/pm	_____ am/pm
_____ day		_____ day	_____ day
_____ date		_____ date	_____ date
<b>Details of sickness or injury</b>			
<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>			
<b>Declaration</b>			
<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 _____	Acknowledged _____		
(employee)	(for employer)		
Date _____			

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## **GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES**

### **A) CHANGES IN PERSONAL DETAILS**

Staff must notify Christ Church of any change of name, address, telephone number, names of next of kin, and details of bank accounts into which their salary is paid, as soon as possible, so that Christ Church can maintain accurate information in the Christ Church records and make contact with individuals in an emergency, if necessary, outside normal working hours

### **B) OTHER EMPLOYMENT**

If a member of staff already has other employment or is considering any additional employment, they must notify Christ Church so that Christ Church can discuss any implications arising from the current working time legislation.

Staff will not be permitted to undertake business activities or other work where it is considered to be incompatible with the interests of Christ Church. Although Christ Church has no desire to restrict an individual's external activities unreasonably, it must protect its own interests and those of all staff.

If an individual wishes to take up part-time employment with another employer, or to pursue outside business interests, whilst still remaining in Christ Church's employment, they must request permission in writing (giving full details) from their manager and the appropriate College Officer/Registrar. The request will be investigated and, following a discussion with the individual, they will be informed of Christ Church's decision in writing. In the event that permission is refused, the decision of Christ Church will be final.

### **C) CHANGES IN EMPLOYMENT**

Christ Church reserves the right to change job titles, supervisory arrangements and duties according to its needs. In making such changes, Christ Church will consult with individuals and their views will be taken into consideration. Christ Church will also take into consideration whether or not they imply an increase in responsibility and, if so, whether there is a need to review the rate of pay or grading of a post. All changes in job titles, supervisory arrangements and duties will be notified in writing immediately after the decision has been taken and a record will be kept on file. Christ Church reserves the right to make any reasonable or minor changes of detail, by way of a general notice to all members of staff affected by the change, and any such changes shall take effect from the date of the notice or as otherwise specified.

### **D) TRAVEL EXPENSES**

Christ Church will reimburse staff for any reasonable expenses incurred whilst travelling on Christ Church activities. They must ensure that they have the necessary insurance for business use before making any claim for reimbursement in respect of using their car. They must provide receipts for any expenditure.

### **E) COMMUNICATIONS**

Christ Church will try to keep staff informed about items of interest by means of email, notice boards and the website. Staff may use the Staff notice boards, if they wish (with permission from the relevant College Officer/Registrar), to promote any particular item of interest to other staff.

### **F) STAFF PROPERTY**

Christ Church does not accept liability for any loss of, or damage to, property that staff bring onto its premises. Staff are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

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**G) LOST PROPERTY**

Articles of lost property should be handed to the appropriate manager or handed in to the Porters' Lodge. Lost property items will be retained whilst attempts are made to discover the owner(s).

**H) TELEPHONE CALLS/ MOBILE PHONES**

Telephones are essential to the institution's operations. Incoming and out-going personal telephone calls should be kept to a minimum. All calls from Christ Church premises are automatically logged. Personal mobile telephones should normally be switched off during working hours unless prior arrangements have been agreed with an individual's manager.

**I) BUYING OR SELLING OF GOODS**

Staff are not permitted to buy or sell goods on their own behalf on Christ Church's premises.

**J) COLLECTIONS FROM STAFF**

Unless specific authorisation is given by a College Officer/Registrar, no collections of any kind are allowed on Christ Church's premises.

**K) CONTACT WITH FRIENDS AND RELATIVES WHILST AT WORK**

Staff should discourage their friends and relatives from calling on them in person or by telephone except in an emergency.

**L) GIFTS AND ACCEPTING HOSPITALITY**

Refer to the Bribery Policy in this Handbook.

**M) PERSONAL SECURITY**

If arriving for work at an early hour staff are strongly advised to enter Christ Church via Tom Gate. Managers will give staff any special advice following late functions; transport home is occasionally arranged.

**N) MONEY**

Staff are strongly advised not to borrow from or lend money to colleagues. In cases of temporary financial difficulty, they should approach the appropriate College Officer/Registrar; they may on occasion be able to assist.

**O) TRAVEL TO WORK**

***Bicycles and Mopeds:*** Managers will advise on security and storage of bicycles and mopeds whilst at work. In any case please always lock bicycles. Bicycle racks are available within the designated areas at Tom and Canterbury Gates and in Schools Quad adjacent to the Computing office. Mopeds may only be left in the storage areas beside the Clerk of Work's office. Bicycles and mopeds must not be brought into other parts of Christ Church. Please also refer to the section on car parking in this handbook.

**P) FEEDBACK AND MYSTERY SHOPPERS**

It is integral to the success of Christ Church's commercial activities that all feedback submitted via web-based review forums, such as Trip Advisor, University Rooms etc. are reviewed and monitored. Where appropriate, information gathered will be shared with staff. Staff are also encouraged to inform their manager should they receive any direct feedback from guests, whether positive or formative, to ensure that we continue to strive to meet the highest standards.

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Christ Church uses professional 'mystery shoppers' from time to time as a means of assessing standards. Staff should be aware that 'mystery shoppers' may be in operation at any time and, again, we aim to share any feedback with our staff where appropriate.

**Q) CLOSED CIRCUIT TELEVISION**

CCTV is in operation on Christ Church premises. This is for a number of reasons, including the prevention of crime and to ensure the safety of all members of the institution as well as visitors. CCTV footage is monitored regularly, primarily to ensure the safety of all those present at Christ Church. The use of CCTV is in accordance with the Data Protection Act 2018.

Should any allegations of criminal activity by members of staff/the public or claims brought against any member of Christ Church lead to civil proceedings, Christ Church may use and/or submit the relevant footage to the appropriate authorities.

Staff should be aware that CCTV footage may be used and relied upon, when necessary, for disciplinary purposes.

The CCTV policy is available for consultation on request from the Steward's Office or the Censors' Office.

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

**R) THIRD PARTY INVOLVEMENT**

Christ Church reserve the right to allow third parties to chair any meeting, for example those relating to disciplinary, capability, and grievance matters., This is not an exhaustive list. We will seek your consent at the relevant time to share relevant 'special categories of data' when it is necessary for the purposes of that hearing.

**S) RECORDING OF INFORMAL OR FORMAL MEETINGS**

Christ Church reserve the right to record any informal or formal meetings whether conducted by us or a third party. A copy of the recording can be made available on request.

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## **SAFEGUARDS**

### **A) CONFIDENTIALITY**

In order to ensure that Christ Church works harmoniously, there is a need to have certain safeguards.

1. All information that:-
  - (a) is or has been acquired by a member of staff during their employment, or has otherwise been acquired by them in confidence;
  - (b) relates particularly to Christ Church activities, or that of other persons or bodies with whom Christ Church has dealings of any sort; and
  - (c) has not been made public by or with Christ Church's authority;

shall be confidential, and (save in the course of Christ Church activities or as required by law) an individual shall not at any time, whether before or after the termination of their employment, disclose such information to any person without prior written consent from Christ Church.

2. Employees should make themselves aware of the Christ Church policies on data protection in relation to personal data and ensure compliance with them at all times, and shall at the time of termination of their employment with Christ Church, or at any other time upon demand, return to Christ Church any such material in their possession.
3. **You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.**

### **B) COPYRIGHT**

All written material, whether held on paper, electronically or magnetically which was made or acquired by a member of staff during the course of their employment with Christ Church, is the property and copyright of Christ Church. At the time of termination of employment with Christ Church, or at any other time upon demand, individuals shall return to Christ Church any such material in their possession.

### **C) INVENTIONS/DISCOVERIES**

An invention or discovery made by a member of staff will normally belong to them. However, an invention or discovery made by a member of staff will become the property of Christ Church if it was made:-

- (a) in the course of an individual's normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- (b) outside the course of normal duties, but during duties specifically assigned to an individual, when an invention might reasonably be expected to result from these;
- (c) during the course of any of an individual's duties at the time they had a special obligation to further Christ Church's interests and/or arising from the nature of those duties or their particular responsibilities.

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## **D) VIRUS PROTECTION PROCEDURES**

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

- (a) unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used; and
- (b) all software must be virus-checked using standard testing procedures before being used.

## **E) USE OF COMPUTER EQUIPMENT**

In order to control the use of Christ Church's IT equipment and to reduce the risk of contamination the following will apply:-

- (a) The introduction of new software must first of all be checked and authorised by the IT Officer before general use will be permitted.
- (b) Only authorised staff should have access to Christ Church's computer equipment.
- (c) Only authorised software may be used on any of Christ Church's IT equipment.
- (d) Only software that is used for business applications may be used.
- (e) No software may be brought onto or taken from Christ Church's premises without prior authorisation from the IT Officer.
- (f) Unauthorised access to the IT facilities will result in disciplinary action.
- (g) Unauthorised copying and/or removal of IT equipment/software will result in disciplinary action. Such actions could lead to dismissal.
- (h) Christ Church fully adheres to the Data Protection Act 2018. Full details can be obtained from [www.ico.gov.uk](http://www.ico.gov.uk).

## **F) E-MAIL AND INTERNET POLICY**

### **1. Introduction**

The purpose of the internet and email policy is to provide a framework to ensure that there is continuity of procedures in the usage of internet and e-mail within Christ Church. The internet and email system are an established and important communications facility within Christ Church and provide Christ Church with contact with professional and academic sources throughout the world. Therefore, to ensure that Christ Church is able to utilise the system to its optimum it has devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout. The following is a summary of the most relevant sections of Christ Church's Acceptable Use Policy which may be viewed in full on the Christ Church website.

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2. Internet

Authorised staff are encouraged to make use of the internet as part of their official and professional activities where appropriate. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in Christ Church's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the internet. 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 material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

3. Email

The use of the email system is encouraged because its appropriate use facilitates efficiency. Staff should check with their manager to ensure they are eligible to use the Christ Church email system. Used correctly it is a facility that is of assistance to staff. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure in paragraph 4 below sets out Christ Church's position on the correct use of the email system.

4. Procedures - Authorised Use

- (a) The email system is available for communication and matters directly concerned with the legitimate activities of Christ Church.
- (b) Unauthorised or inappropriate use of the email system may result in disciplinary action which could include summary dismissal.

Staff using the email system should give particular attention to the following points:-

- i) always comply with the communication standards as set out in this Handbook;
  - ii) email messages and copies should only be sent to those for whom they are particularly relevant;
  - iii) flame mails (i.e. emails that are abusive) must not be sent.
  - iv) hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
  - v) if email is confidential the user must ensure that the necessary steps are taken to protect confidentiality. Christ Church will be liable for infringing copyright or any defamatory information that is circulated either within Christ Church or to external users of the system; and
  - vi) offers or contracts transmitted by email are as legally binding on Christ Church as those sent on paper.
- (c) Christ Church will not tolerate the use of the email system for unofficial or inappropriate purposes, including:-
- i) any messages that could constitute bullying, harassment or other detriment;
  - ii) excessive personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);

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- iii) on-line gambling;
  - iv) accessing or transmitting pornography;
  - v) forwarding or responding to chain letter-type e-mail
  - vi) transmitting copyright information and/or any software available to the user; or
  - vii) posting confidential information about other staff, Christ Church or its customers or suppliers.

#### 5) Monitoring

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring your usage will mean processing your personal data. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

#### **G) DISPLAY OF INAPPROPRIATE MATERIAL**

In order to reduce the chances of offending colleagues, no pictures of a suggestive or revealing nature of either sex may be displayed in the work place. Any such pictures will be removed by managers if they have not been removed by the member of staff upon request.

#### **H) STATEMENTS TO THE MEDIA AND ON WEBSITES**

Any statements to reporters from the media in relation to Christ Church will be given only by an authorised spokesperson (The Dean or Sub-Dean).

It is not permitted to make work-related references that identify Christ Church as an institution on social networking or similar sites. Further, any work-related references that are found to be of a bullying nature, or have the effect of creating an intimidating or humiliating environment for a colleague, or are detrimental to Christ Church's activities, will not be tolerated and will be dealt with as if those comments were made at work.

Any comment that damages Christ Church's reputation, or is likely to destroy trust and confidence between employer and employee, will be treated in the same way as if the comment were made elsewhere and will be subject to disciplinary proceedings.

#### **I) RIGHTS OF SEARCH**

1. Although Christ Church does not have the contractual right to carry out searches of staff and their property (vehicles) whilst they are on Christ Church premises, Christ Church asks all staff to assist in this matter should Christ Church feel that such a search is necessary. These searches are random and do not imply suspicion in relation to any individual concerned.
2. Christ Church reserves the right to call in the police at any stage.

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## J) DATA PROTECTION

Christ Church has both a legal obligation and a legitimate interest to process data relating to staff. The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

You have several rights in relation to your data, Christ Church commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

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

You are required to comply with all company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

**A full data privacy notice for staff is available for consultation, and a copy has been provided with your SMT or separately by email. Any questions about this should be referred to the Data Protection Officer.**

## K) CONFLICT OF INTEREST

It is the duty of all staff to disclose in writing any actual or potential conflict of interest to their manager and appropriate College Officer/Registrar. Any such declarations will be confidential. Failure to disclose an actual conflict of interest may result in disciplinary action.

It is not possible to provide a comprehensive definition of circumstances which necessarily give rise to a conflict of interest, but the following are examples of situations giving rise to perceived conflict of interest:

- Use of Christ Church's facilities to pursue personal business or commercial activities;
- A financial interest or personal involvement in an enterprise which is in a contractual relationship with Christ Church;
- Fellow members of staff who are closely related or are co-habiting.

Christ Church recognises that, from time to time, close personal relationships may develop between members of staff and between those they have dealings with on behalf of Christ Church. In order to ensure that potential conflicts of interest are avoided, members of staff who are in that position are strongly recommended to advise their College Officer and manager accordingly.

Any such information will be treated in strictest confidence. Christ Church fully acknowledges the right of staff to privacy in their personal affairs. However, experience has shown that the effect of such relationships can cause a blurring of judgement whereby conflicts of interest arise and which can cause us to lose confidence in the person's integrity and reliability.

Related members of staff are eligible for employment within Christ Church and will be considered for employment on the same basis as other candidates. Candidates must inform the recruiting manager of any close relationship with an existing member of staff at the time they make their application for a position.

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**L) SECURITY AND ACCESS CONTROL**

Christ Church is conscious of the need to restrict access to its premises and to maintain security at all its sites, in order to provide a safe and crime-free working environment.

As a result of this, staff may be issued with security passes, which must be shown on request, and with keys or other means of access. Staff must take the utmost care of security passes and keys, and these must not be lent or given to any individual whether or not an employee of Christ Church. Breaching this policy may mean that the security of Christ Church is compromised.

The use of fobs may be monitored for the security of staff and premises and, in some cases, for disciplinary purposes (which may result in summary dismissal). A protocol is in place, and information on this may be obtained from the Data Protection Officer or The Steward. Data collated from the use of fobs may be used for disciplinary purposes.

The Lodge Manager, Visitor Manager, other managers and/or the appropriate College Officer/Registrar should be informed immediately if a member of staff notices unauthorised personnel on Christ Church premises or if they are suspicious either about a person or an object which has been left unidentified and unattended on Christ Church's premises.

For security reasons there are certain areas within Christ Church's premises to which access is restricted and all staff must observe such restrictions. Access to Christ Church's premises outside normal working hours is also strictly limited. Staff have a responsibility at all times to maintain the security of Christ Church's premises. Visitors to Christ Church premises who are not members of staff or junior members (including guests and relatives of staff) may only visit the public parts of Christ Church's premises if accompanied by a member of staff or junior member.

**M) VISITORS TO CHRIST CHURCH**

Christ Church welcomes tourist visitors throughout the year. They are expected to adhere to the designated route and follow the duty Custodians' advice. They are not permitted to enter staircases or offices. Please be vigilant whilst at work and politely discourage intrusion if necessary. Staff who are seriously suspicious of an intruder are asked to alert a Custodian or the Duty Porter immediately. Staircase entrances and some other doors are secured by keypad lock: please **do not** divulge the code, and **do not** allow access to person or persons unknown.

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## SOCIAL MEDIA GUIDELINES

### **Introduction:**

Christ Church has introduced guidelines for its staff regarding the safe usage of social media. All staff should be aware that communications issued by them via social media are as significant as verbal and written communications. As such it is imperative that staff take the appropriate care when using social media not to bring Christ Church, its staff, junior members, academic staff or anyone associated with the institution into disrepute.

### **Definition:**

Social media are media that use online technologies to facilitate social interaction. At the time of writing they include, but are not confined to, Facebook, Twitter, blogs, YouTube, Flickr, LinkedIn, Wikipedia, Instagram, etc.

### **Guidelines:**

The objective of these guidelines is to help staff get the most out of social media while avoiding the pitfalls that can result in a less-than-enjoyable social media experience.

- Generally speaking, what a member of staff does outside work is their own business. However, you do not stop being a member of Christ Church staff just because you are not at work. Most social media 'incidents' are the result of a failure to appreciate that your actions, words and behaviours have an impact (and potentially reflect negatively on) Christ Church's reputation.
- Please remember that policies that cover diversity, harassment, dignity at work etc. govern your behaviour when posting about work on social media. That is, if you posted something abusive or disrespectful about a colleague on, say, Facebook, you could still face a difficult conversation with your manager, whether you post it during working hours or not. In an electronic age, we all still retain the right to respect in the workplace.
- Please remember, too, that you come to work to perform a role. If your use of social media impacts upon your performance, then that could become a disciplinary or performance management issue.
- If you conduct yourself on social media in the same way that you would conduct yourself in a face to face social gathering, you will avoid many pitfalls. Good manners still apply electronically, but as a minimum you should try to ensure that your actions and behaviour are consistent with the image you want to portray at work. Bear in mind that you may be sharing social space with your manager, your colleagues, academic staff and junior members.
- Remember that Google never forgets. Everything you post online stays online for a very long time.
- In case of doubt, ask your manager whether it is 'safe' to post specific information/opinions online. If you have a social media question that is not content related, please contact your relevant College Officer/Registrar.

### **Points to note regarding Social Media**

- Be yourself, say who you are; and if you are discussing Christ Church, make it clear that you work for us.
- State clearly that the views/opinions you express are your own. Use the first person.
- Get your facts right, be truthful. Support your opinion with facts. Cite the sources of your content.

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- Think before posting. Once a comment is posted, whilst it can be removed in some instances, postings can be copied or forwarded. Thus deletion cannot always correct irresponsible posting.
  - Use common sense and courtesy. Admit mistakes if you make them, apologise if necessary.
  - Be respectful of other cultures, religions, values etc. Do not post anything which contravenes Christ Church's Equal Opportunities Policy.
  - Respect copyright. Do not use logos, trademarks, music, images etc. without prior authorisation.
  - Monitor the reactions to your posts and make sure they are as true, respectful and legal as your own.

**Do not:**

- Post anything you would not wish your colleagues, manager, or anyone associated with the institution to see.
- Spam.
- Speak as if on behalf of Christ Church.
- Be dishonest.
- Be antagonistic or aggressive. Do not post any defamatory, vulgar, discriminatory, obscene or threatening material.
- Share internal information. Refrain from commenting on Christ Church business performance.
- Quote colleagues, students or stakeholders, or post their material without their approval.
- Do not censor others' opinion.

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## **ANTI-BRIBERY POLICY**

### **1. Introduction**

Bribery is a criminal offence. Christ Church prohibits any form of bribery. Christ Church requires the highest ethical standards from everyone connected with its institutional activities. Christ Church requires full compliance with anti-bribery laws. Integrity and transparency are of utmost importance and Christ Church has a zero-tolerance attitude towards corrupt activities of any kind, whether committed by Christ Church staff or by third parties acting for or on behalf of Christ Church.

### **2. Policy**

It is prohibited, directly or indirectly, for any member of staff or person working on Christ Church's behalf to offer, give, request or accept any bribe, that is, any gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for Christ Church, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

If Christ Church suspects that a member of staff has committed an act of bribery or has attempted bribery, an investigation will be carried out and, in line with its disciplinary procedure where appropriate, action may be taken against the member of staff which may result in their dismissal, or in the cessation of Christ Church's contractual arrangements with a company.

If as a member of staff or person working on Christ Church's behalf, a member of staff suspects that an act of bribery or attempted bribery has taken place, even if the member of staff is not personally involved s/he is expected to report this to the relevant College Officer/Registrar. S/he may be asked to give a written account of events.

Staff are reminded of Christ Church's whistle-blowing policy which is available in this Staff Handbook or upon request.

### **3. Gifts and Hospitality**

Christ Church realises that the giving and receiving of small gifts and occasional hospitality as a reflection of friendship or appreciation, where nothing is expected in return, may occur. This does not constitute bribery where it is proportionate. However, all gifts with a value in excess of £15 must be reported to the appropriate College Officer/Registrar and recorded.

If a member of staff or anyone working on Christ Church's behalf in connection with its institutional activities is in any doubt as to whether offering or receiving a gift or hospitality is a reflection of friendship or appreciation or, could be construed as a bribe, then they should seek prior written approval from the relevant College Officer/Registrar.

As the law is constantly changing, this policy is subject to review and Christ Church reserves the right to amend this policy without prior notice.

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## **STANDARDS**

### **A) WASTAGE AND DAMAGE**

1. Christ Church maintains a policy of 'minimum waste' which is essential to the cost-effective running of all our operations.
2. Staff are able to promote this policy by taking extra care during their normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. 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 and windows closed whenever possible in winter to retain heat and report any dripping or faulty taps.
  - (c) ask for other work if their job has come to a standstill; and
  - (d) start with the minimum of delay after arriving for work and after breaks.
3. The following provision is an express written term of staff contracts of employment:-
  - (a) any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of a member of staff's carelessness, negligence or deliberate vandalism will render the individual liable to pay the full or part of the cost of repair or replacement, and
  - (b) any loss to Christ Church that is the result of an individual's failure to observe rules, procedures or instruction, or is as a result of their negligent behaviour or their unsatisfactory standards of work, will render them liable to reimburse to Christ Church the full or part of the cost of the loss.
4. In the event of failure to pay, Christ Church has the contractual right to deduct such costs from an individual's pay.

### **B) STANDARDS OF DRESS/UNIFORMS**

Given the nature of Christ Church, its activities entail regular and frequent contact not only with members of Christ Church but also with the wider academic community, visitors and members of the public. It is important that staff present a professional image with regard to appearance and standards of dress. Where clothing/uniforms are provided, these must be worn at all times whilst at work. In order to comply with HMRC rules, any item of uniform provided directly or indirectly by Christ Church must be identifiable by the Christ Church logo. Uniforms are also provided for reasons of hygiene and protection. Uniforms remain the property of Christ Church and must be returned if an individual leaves the employment of Christ Church. Unless specific arrangements are made it is an individual's responsibility to launder and maintain their uniform on a regular basis. Hair should be kept neat and tidy; staff should be presentable at all times. These rules will be rigorously, even-handedly and reasonably enforced.

Where clothing/uniforms are not provided, staff should wear clothes appropriate to their role and 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.

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**D) CONDUCT**

The activities of Christ Church impose a special obligation on all staff to maintain the reputation and integrity of the institution. As a representative of Christ Church, staff must conduct themselves in a manner that is not prejudicial to the interests of the institution. During employment with Christ Church staff must devote the whole of their time, attention and ability to carrying out their duties.

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## **HEALTH, SAFETY, WELFARE AND HYGIENE**

### **A) SAFETY**

1. It is the policy of Christ Church to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff. All staff are requested to make themselves familiar with Christ Church's *Health and Safety Policy*. This is kept in a loose-leaf folder in managers' offices or it can be viewed on the Christ Church website. On joining Christ Church **staff have a duty** to read and familiarise themselves with the policy. Ignorance of their contents will not be accepted as an excuse in case of accidents or prosecutions.
2. However, since no safety policy can be successful without staff cooperation, it is equally the policy of Christ Church to ensure that all members of staff are aware of their own duty to exercise care in preventing injury to themselves and to others.
3. Christ Church has procedures to be followed in the case of fire or other emergency. Staff should ensure that they are familiar with them and that they know what action to take if (a) they discover a fire and/or (b) they hear a fire alarm.
4. Staff should familiarise themselves with the first-aid provision in their area of work, and with the procedures to be followed in the case of accidents requiring more than first-aid. Christ Church is required to keep accident report forms. If a member of staff is unfortunate enough to have an accident or require medical attention, s/he must immediately notify their manager who will file an Accident Report so that it may be recorded and, where applicable, notified to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Every accident whilst at work, no matter how small, should be entered in the accident book located in each department.
5. Christ Church trains a specified number of first-aiders and a list of those trained is displayed on notice boards. Christ Church's Nurse is available on weekday mornings in term.
6. Protective clothing and other equipment, where issued to staff, is for their protection and/or necessary for their particular role and must be worn and used at all appropriate times. Failure to do so could be a contravention of the health and safety responsibilities of staff. Once issued, protective wear/equipment is the responsibility of the individual staff member.
7. Christ Church comprises buildings from several centuries, built in different styles, and therefore not necessarily built in accordance with contemporary building standards. Whilst buildings are maintained to a good standard, please note that a level walking surface may not be encountered everywhere. Please take appropriate care.
8. Staff should do nothing which might wilfully endanger themselves or others (please see the section entitled Disciplinary and Capability Rules and Procedures).

### **B) FIRE SAFETY**

1. Fire safety is everyone's responsibility. Staff will receive fire-safety training at their departmental induction. Also, members of staff will be expected to attend a talk by the Colleges' Fire Officer, or another professional provider, at regular intervals as part of Christ Church's health and safety training. It is the duty of all staff to familiarise themselves with what to do in the event of a fire. Instructions are displayed on notice boards.
2. Risk Assessments have been completed under the Fire Precautions (Workplace) Regulations 1997, and for the better protection of staff in the event of a fire in the workplace. Staff are entitled to see the findings should they wish and to be informed about the scheduling of compliance-related works. If any member of staff would like to receive further details they should contact their manager in the first instance.

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3. Staff must not take any action which could threaten the health or safety of themselves, other staff, members of Christ Church or members of the public.

**C) REST ROOM**

Any rest rooms provided for use by staff must be kept clean and tidy at all times, and may only be used during authorised break periods.

**D) NO SMOKING POLICY**

Smoking at work is discouraged and is not permitted in any Christ Church building, vehicle or public area with the exception of the following designated areas: (i) at the east end of the New Library; (ii) immediately outside Tom 7 staircase entrance (JCR and GCR) and (iii) outside the Undercroft close to Schools Quad Gate.

If an individual does smoke (in a designated area) then hand-washing and other personal hygiene measures are even more important.

**E) ALCOHOL AND DRUGS POLICY**

Under legislation Christ Church, as an employer, has a duty to ensure so far as is reasonably practicable the health and safety and welfare at work of its staff. Similarly, staff have a responsibility for themselves and their colleagues. The use of alcohol and drugs may impair the safe and efficient running of Christ Church and/or the health and safety of its staff.

The effects of alcohol and drugs can be numerous. The following are examples only and not an exhaustive:

- (a) absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.);
- (b) higher accident levels (e.g. at work, elsewhere, driving to and from work); and
- (c) work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

If a member of staff's performance or attendance at work is affected as a result of alcohol or drugs, or if Christ Church believes a member of staff has have been involved in any drug-related action/offence, then they may be subject to disciplinary action and, dependent on the circumstances, this may lead to their dismissal. Staff must not consume alcohol within four hours of the commencement of duty nor are they permitted to consume alcohol on the premises unless authorised to do so. Any disciplinary action is detailed in the Disciplinary Procedures section which includes the rules governing misconduct and gross misconduct (see relevant pages in this handbook).

**F) PERSONAL HYGIENE**

Personal hygiene is extremely important, particularly but not only for food handlers. Standards of hygiene are regulated by law and are in the interests of everyone. Staff are responsible for maintaining the highest standards of personal hygiene. All staff, not only food handlers, must remember always to:

1. Wash their hands after using the toilet, after smoking, when first going on duty and regularly during periods of work.
2. Bath or shower regularly, especially in warm weather or where a member of staff is working in warm conditions.
3. Cover cuts and abrasions with a suitable waterproof dressing.

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4. If a member of staff is suffering from an infectious or contagious disease or illness such as rubella or hepatitis they must not report for work without clearance from their own doctor.
  5. If a member of staff is in contact with any person suffering from an infectious or contagious disease they must report this to their manager before commencing work.

**G) HYGIENE FOR FOOD HANDLERS**

In addition to the foregoing, *Food Handlers* must adhere to the following:

1. Cover with an approved visible dressing any cut or burn on the hand or arm.
2. Head or beard coverings and overalls/uniforms, where provided, must be worn at all times.
3. No jewellery should be worn, other than plain band wedding rings and stud earrings, without the permission of the appropriate manager.
4. Excessive amounts of make-up, perfume or nail varnish should not be worn.
5. If a member of staff is suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, they must not report for work without clearance from their own doctor.
6. Clearance from a member of staff's own doctor must be obtained before commencing work if they have come into contact with any person suffering from an infectious or contagious disease. Once clearance has been given by their GP, they must report to their manager before commencing work.
7. All food handlers have a responsibility to familiarise themselves with the Food Safety Policy and Codes of Practice. Copies are available for all food handlers. The Executive Head Chef, Hall Manager, SCR Butler and Bars & Buttery Manager have particular responsibility for compliance and training.

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## **EQUALITY POLICY**

### **Statement**

Christ Church welcomes diversity amongst its members, staff and visitors, recognising the particular contributions to the achievement of its statutory objects that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of Christ Church require that all staff are afforded equal opportunities within employment and that entry into employment with Christ Church 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, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

This statement applies to recruitment and to staff development and training.

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

### **Equality Policy**

1. Christ Church 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 Christ Church, to promote equality, and in particular to:
  - (a) eliminate unlawful discrimination;
  - (b) promote equality of opportunity; and
  - (c) promote good relations between people of different protected groups relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or 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 Christ Church 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 dismissal.

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### *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 in particular those from different affected groups, and other interested and relevant groups within Christ Church.

### *Community partnership*

8. Christ Church 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 Christ Church'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 apply to decision-making processes throughout Christ Church.

### *Monitoring and auditing*

10. Christ Church has put in place arrangements to monitor, by reference to different groups, the selection and recruitment of members of staff. The results of all monitoring processes within Christ Church are collated by the Senior Censor, the Tutor for Admissions, the Tutor for Graduates and the Steward, and are reported to the Governing Body.
11. In addition to the monitoring and assessment arrangements already in place, Christ Church will put in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that Christ Church is able to identify possible improvements in its practices in relation to: teaching, learning and assessment; management and governance; admissions, access and participation; junior members' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.
12. Christ Church's Equality data will be reviewed as required and the policy and practice will be modified and developed as necessary.

### *Responsibilities*

13. The Governing Body is responsible for securing compliance with the general and specific duties contained in the Equality Policy, and for overseeing its implementation.
14. The Dean is responsible for providing leadership in the promotion and implementation of the policy.
15. All committees in Christ Church are responsible for ensuring that this policy is embedded in their duties and functions in relation to both junior members and staff.
16. All those with managerial responsibilities have a duty to take specific actions under this policy in addition to the general duties under the Act.

### *Review*

17. The Equality Policy will be reviewed periodically to assess its effectiveness.

### *Publication*

18. Christ Church will publish the Equality Policy and will update this policy in the light of any reviews. This will include provision of information on consultation undertaken as part of the assessment and monitoring process as appropriate.

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## **EMPLOYMENT EQUAL OPPORTUNITY POLICY**

### **Statement**

1. Christ Church recognises that unfair discrimination is unacceptable and although equality of opportunity has been a long-standing feature of Christ Church's employment practices and procedures, Christ Church 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 member of staff is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
3. Christ Church will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available to all staff 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. Christ Church will maintain a positive working environment in which no member of staff feels under threat or intimidated.

### **Recruitment and selection**

1. The recruitment and selection process is crucially important to any equal opportunities policy. Christ Church will endeavour, through appropriate training, to ensure that members of staff making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making 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 in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. Christ Church will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. Christ Church will not generally confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with Christ Church will receive fair treatment and will be considered solely on their ability to do the job.
7. All staff 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.

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10. Christ Church 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. Christ Church will maintain and review the employment records of all staff 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 members of staff.
  - (b) the examination by age, disability, race, sex and sexual orientation of the distribution of staff and the success rate of the applicants.
  - (c) recording recruitment, training and promotional records of all staff, 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.

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## **PERSONAL RELATIONSHIP POLICY**

### **A) INTRODUCTION**

Strong professional working relationships are vital to the success of Christ Church. In accordance with equality legislation and in conjunction with Christ Church's Equal Opportunities Policy and the Harassment Policy, Christ Church is committed to the principle of equality for all existing staff and potential members of staff. Christ Church is, on the whole, able to accommodate personal relationships, but on occasions these can cause a conflict of interest. Therefore, it is necessary that this policy is carefully followed to ensure that equality of opportunity and treatment is maintained at all times. It is not possible to outline every eventuality. In certain circumstances, not explicitly referred to here, it may still be deemed that there is conflict of interest requiring assessment and action by Christ Church.

### **B) DEFINITION OF A PERSONAL RELATIONSHIP**

A 'personal relationship' means: any one, two or more staff members employed by Christ Church, who are connected through a family relationship (parent, child, grandchild, sibling, including steps, husband/wife, partner), or who are connected through a personal business association, a commercial or financial relationship or a sexual/romantic relationship (even if only a short-term one).

### **C) PROFESSIONAL CONDUCT**

The professional integrity of the staff is highly valued and depended on by Christ Church to ensure that all its activities are conducted in an effective manner. It is therefore important that all staff are aware of potential conflicts of interests that can arise in the professional work environment from members of staff having personal relationships, such as issues of equality, fairness of treatment, or confidentiality.

### **D) PERSONAL RELATIONSHIPS BETWEEN MEMBERS OF STAFF**

Personal relationships should not affect the work of the individuals involved. The principles of professionalism and equality should be maintained at all times.

If it is the case that individuals in a personal relationship are:

- i) working closely together;
- ii) in the same department as each other; or
- iii) there is a direct reporting relationship

then they should not generally be involved in the processes of recruitment, training and developing, promoting, appraising, grading, disciplining or hearing a grievance of a person with whom they have a personal relationship. Once the relationship has been declared (see next section about declaring), Christ Church will try to find an alternative arrangement either by nominating an independent person to conduct the process or by altering the reporting structure through agreement with staff members concerned. In the unlikely event that an alternative provision is not possible it is expected that the absolute highest standard of professionalism is maintained by individuals and that matters are handled fairly and consistently in line with the treatment afforded to all staff. In cases where there may be an actual or perceived risk of unfair treatment, staff and managers should always seek advice from their College Officer before taking any action.

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**E) DECLARATION OF PERSONAL RELATIONSHIP BETWEEN STAFF**

Any member of staff who is involved in a personal relationship with another staff member who works in the same department or with whom they work closely, must declare this personal relationship, in confidence, to their manager, who with the College Officer will assess any potential areas of conflict of interest. Suitable arrangements will be made to ensure that the professional integrity of both the individuals and Christ Church is upheld, that all staff are treated fairly and that potential accusations of unfair treatment by other staff are avoided.

**F) BREACH OF PERSONAL RELATIONSHIP POLICY**

Staff should be aware that any breach of this policy may result in disciplinary action being taken.

**G) MANAGEMENT RESPONSIBILITIES**

Christ Church requires all persons with management responsibilities to ensure that professional conduct by their staff is observed.

**H) ADVICE AND FURTHER INFORMATION**

If any member of staff is unclear about any aspect of this Personal Relationship Policy or uncertain as to whether a relationship should be declared or what may constitute a conflict of interest, they should seek confidential advice from their College Officer.

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## **CAPABILITY PROCEDURES**

### **A) INTRODUCTION**

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

### **B) JOB CHANGES/GENERAL CAPABILITY ISSUES**

1. If the nature of a member of staff's job changes, or if we have general concerns about their ability to perform their job then every effort will be made to try to ensure that they understand the level of performance expected of them and that they receive adequate training and supervision. If Christ Church has concerns regarding an individual's capability, these will normally be discussed in an informal manner and the individual in question will be given time to improve.
2. Subsequently, if a member of staff's standard of performance is still not adequate they will be warned in writing that a failure to improve and to maintain the performance required could lead to their dismissal. Christ Church will also consider the possibility of a transfer to more suitable work where circumstances permit.
3. If there is still no improvement after a reasonable time and Christ Church cannot transfer the member of staff to more suitable work, or if their level of performance has a serious or substantial effect on the department or Christ Church or its reputation, they will be issued with a final warning that they 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, the member of staff will be dismissed with the appropriate notice.

### **C) PERSONAL CIRCUMSTANCES/ HEALTH ISSUES**

1. Personal circumstances may arise which do not prevent a staff member from attending for work but which prevents them from carrying out their normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, Christ Church will normally need to have details of their medical diagnosis and prognosis so that Christ Church has the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking their doctor for a medical report. Permission from the individual is needed before Christ Church can obtain such a report and Christ Church will expect the individual's co-operation in this matter should the need arise. When Christ Church has obtained as much information as possible regarding the staff member's condition and after consultation with them, a decision will be made about their future employment with Christ Church in their current role or, where circumstances permit, in a more suitable role.
2. There may also be personal circumstances which prevent an individual from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances Christ Church will need to know when it can expect the member of staff's attendance record to reach an acceptable level. This may again mean asking their doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When Christ Church has obtained as much information as possible regarding the staff member's condition, and after consultation with them, a decision will be made about their future employment with Christ Church in their current role or, where circumstances permit, in a more suitable role.

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**D) SHORT SERVICE STAFF**

Christ Church retains discretion in respect of the capability procedures to take account of an individual's length of service and to vary the procedures accordingly. If a member of staff has a short amount of service, they may not be in receipt of any warnings before dismissal but they will retain the right to a hearing and they will have the right to appeal.

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## **DISCIPLINARY PROCEDURES**

### **A) INTRODUCTION**

1. Ideally, the relationship between staff and his/her manager and the institution itself (the employer) is based on mutual respect; a common belief in the importance of the work to be done and a joint recognition of the benefits to all concerned of the attainment of high standards of work performance. Happily, matters commonly proceed on this basis and the formal procedures described below are rarely required. However, all organisations require a recognised arrangement which can be used when occasionally, regrettably, things go wrong and Christ Church has to use disciplinary procedures to remedy performance or capability, breaches of contract of employment, failure to adhere to Christ Church policies, etc. Where this is the case, action will be taken in accordance with Christ Church's disciplinary policy and procedures in the interests of the whole institution.
2. The policy sets standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is Christ Church's aim that the policy and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.
3. Every effort will be made to ensure that any action taken under this procedure is fair, with individuals being given the opportunity to state their case and appeal against any decision that they consider to be unjust.
4. The following policy and procedures should ensure that if an individual is ever invited to a disciplinary hearing:-
  - a. the correct procedure is used when requiring the individual to attend a disciplinary hearing;
  - b. the individual is fully aware of the standards of performance, action and behaviour required of them;
  - c. disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
  - d. the individual will only be disciplined after careful investigation of the facts and the opportunity to present their side of the case. On some occasions temporary suspension on contractual 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;
  - e. the individual has the right to be accompanied by a fellow member of staff or trade union official or other relevant person readily available (but not a current or former member of Governing Body), and approved by the College Officer/Registrar involved, who may act as a witness or speak on the individual's behalf, at all stages of the formal disciplinary process, other than for an 'informal reprimand' and/or the issue of a 'letter of concern'.
  - f. the individual will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct;
  - g. if the individual is disciplined, s/he will receive an explanation of the penalty imposed and will have the right to appeal against the finding and the penalty.

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**B) DISCIPLINARY RULES**

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

**C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT**

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

A member of staff will be liable to disciplinary action if s/he 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. unauthorised consumption of alcohol on the premises;
- d. consumption of alcohol within four hours of commencing duty;
- e. lateness on more than one occasion in a week or on more than three occasions in a month or persistent absenteeism and/or lateness;
- f. unsatisfactory standards or output of work;
- g. rudeness towards other members of Christ Church, visitors, members of the public or other staff, objectionable or insulting behaviour, bullying or bad language;
- h. failure to devote the whole of their time, attention and abilities to Christ Church business and its affairs during their normal working hours;
- i. failure to carry out all reasonable instructions or follow Christ Church rules and procedures;
- j. unauthorised use of email and internet;
- k. unauthorised use or negligent damage or loss of Christ Church property; and
- l. failure to report immediately any damage to property or premises they have caused;
- m. use of Christ Church vehicles without approval, or the private use of Christ Church vehicles without authorisation;
- n. failure to report any incident whilst driving Christ Church vehicles, whether or not personal injury or vehicle damage occurs;
- o. if their work involves driving, failure to report immediately any type of driving conviction or summons which may lead to their conviction;
- p. carrying unauthorised goods or passengers in Christ Church vehicles or the use of Christ Church vehicles for personal gain.

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**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 the member of staff's extreme carelessness or has a serious or substantial effect upon Christ Church's operation or reputation this constitutes serious misconduct. In such a situation the member of staff may be issued with a final written warning in the first instance.
2. If it is determined during investigation of a disciplinary matter involving alleged gross misconduct that there is some level of mitigation and that the offence is considered to be just short of dismissal, then the member of staff may receive a final written warning. If a member of staff is in a supervisory or managerial position, then demotion to a lower status at the appropriate rate may be considered.

**E) RULES COVERING GROSS MISCONDUCT**

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

A member of staff will be liable to summary dismissal if they 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 held to be in breach of the College Grievance and Personal Harassment Policy;
- b. dangerous behaviour, fighting or physical assault;
- c. incapacity or poor performance at work caused by intoxicants or drugs;
- d. possession, supply or use of illicit \*drugs;  
  
\*For this purpose, the term 'drugs' is used to describe **both** illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.
- e. deliberate falsification of any records (including time sheets, absence records and so on, in respect of themselves or any fellow staff member);
- f. undertaking private work on the premises and/or in working hours without express permission;
- g. working in competition with Christ Church;
- h. taking part in activities which result in adverse publicity to Christ Church, or which cause Christ Church to lose faith in their integrity;
- i. theft or unauthorised possession of money or property, whether belonging to Christ Church, another staff member, or a third party;
- j. destruction/sabotage of Christ Church property and or any property on the premises;
- k. serious breaches of health and safety rules or food safety rules which endanger the safety or well-being of staff, or any other person;
- l. interference with or misuse of any equipment for use at work that may cause harm;
- m. gross insubordination and/or continuing refusal to carry out legitimate instructions;
- n. abuse of the personal harassment policy; and
- o. reporting for work under the influence of alcohol or drugs.

**F) DISCIPLINARY PROCEDURE**

1. Disciplinary action taken against a member of staff will be based on the following procedure:-

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
<b>UNSATISFACTORY CONDUCT</b>	Formal oral warning	Written Warning	Final written warning	Dismissal
<b>MISCONDUCT</b>	Written Warning	Final written Warning	Dismissal	
<b>SERIOUS MISCONDUCT</b>	Final written warning	Dismissal		
<b>GROSS MISCONDUCT</b>	Summary Dismissal			

2. Christ Church retains discretion in respect of the disciplinary procedures to take account of a member of staff's length of service and to vary the procedures accordingly. If an individual has a short amount of service s/he may not be in receipt of any warnings before dismissal but s/he will retain the right to a disciplinary hearing and will have the right of appeal.
3. If a disciplinary penalty is imposed it will be in line with the procedure outlined in (1) above, which may encompass a formal oral warning, written warning, final written warning, or dismissal (or demotion- as per 'General Notes' page 56, section 1), and full details will be given to the member of staff concerned. If an individual is issued with a final written warning, then the next disciplinary action will be dismissal.
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 for the various levels of disciplinary action. However, the list does not prevent a higher or lower level of seniority, in the event of the appropriate level not being available, or suitable, progressing any action at whatever stage of the disciplinary process.

Formal oral warning	Senior Manager/Deputy/Manager, Registrar, Sub-Dean or College Officer
Written warning	Senior Manager/Deputy/Manager, Registrar, Sub-Dean or College Officer
Final written warning	Senior Manager/Deputy/Manager, Registrar, Sub-Dean or College Officer
Dismissal	College Officer or Chapter

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## H) PERIOD OF WARNINGS

1. Formal oral warning

A formal oral warning will normally be disregarded for disciplinary purposes after a six month period.

2. Written warning

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

3. Final written warning

A final written warning will normally be disregarded for disciplinary purposes after a twelve-month period.

## I) GENERAL NOTES

1. If a member of staff is in a supervisory or managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal. In cases of gross misconduct demotion to a lower status is not normally considered. However, Christ Church reserves the right to demote, or issue a final warning, in cases of gross misconduct in exceptional circumstances, and where genuine mitigation is presented.

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. The member of staff concerned has the right to appeal against any disciplinary action.

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## **CAPABILITY/DISCIPLINARY APPEAL PROCEDURE**

1. A member of staff has the right to lodge an appeal in respect of any capability/disciplinary action taken against them.
2. If a member of staff wishes to exercise this right then s/he should apply within five working days commencing on the day following the issue of the warning or other advice. S/he should apply in writing to the person indicated in their individual Statement of Main Terms (SMT) of Employment, unless advised differently.
3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is either too severe, or inappropriate, or unfair in the circumstances.
4. The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.
5. If a member of staff is appealing on the grounds that s/he has not committed the offence then their 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. The individual may be accompanied at any stage of the appeal hearing by a fellow member of staff of the individual's choice (but not a current or former member of Governing Body) or trade union official, or other relevant person readily available and approved by the person hearing the appeal, who may act as a witness or speak on their behalf. The result of the appeal will be made known to them in writing within five working days after the hearing. This is the final stage of the Appeal Process.

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## **GRIEVANCE AND PERSONAL HARASSMENT PROCEDURE**

### **A) INTRODUCTION**

1. Many people in our society are victimised and harassed as a result of their age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
3. Christ Church recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect the working lives of staff by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

### **B) POLICY**

1. Christ Church deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its staff.
2. Christ Church has published these procedures to inform staff of the type of behaviour that is unacceptable and to provide staff who are the victims of personal harassment with a means of redress.
3. Christ Church recognises that it has a duty to implement this policy and all staff are expected to comply with it.

### **C) EXAMPLES OF PERSONAL HARASSMENT**

Personal harassment takes many forms and staff may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one staff member towards another. Examples of harassment include:

- a. insensitive jokes and pranks;
- b. lewd or abusive comments about appearance;
- c. deliberate exclusion from conversations;
- d. displaying abusive or offensive writing or material;
- e. unwelcome touching; and
- f. abusive, threatening or insulting words or behaviour and bullying.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against staff committing any form of personal harassment.

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## D) COMPLAINING ABOUT PERSONAL HARASSMENT

### 1. Informal complaint

Christ Church recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for the individual to raise the issue through Christ Church's normal grievance procedure. In these circumstances, the member of staff is encouraged to raise such issues with a senior colleague of their choice (whether or not that person has a direct supervisory responsibility for them) as a confidential helper. This person cannot be the senior manager or College Officer/Registrar who may be responsible for investigating the matter if it becomes a formal complaint.

If a member of staff is the victim of minor harassment they should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If they feel unable to do this orally then they should hand a written request to the harasser, and their confidential helper can assist them in this.

### 2. Formal complaint

Where the informal approach fails, or an individual feels uncomfortable to approach their harasser directly, or if the harassment is more serious, they should bring the matter to the attention of the senior manager or a College Officer/Registrar as a formal written complaint. Again their confidential helper can assist them in this. If possible, they should keep notes of the harassment so that the written complaint can include:-

- (a) the name of the alleged harasser;
- (b) the nature of the alleged harassment;
- (c) the dates and times when the alleged harassment occurred;
- (d) the names of any witnesses; and
- (e) any action already taken by them to stop the alleged harassment.

On receipt of a formal complaint Christ Church will take action to separate the member of staff from their alleged harasser so as to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite the member of staff to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. The member of staff has the right to be accompanied at such a meeting by their confidential helper or another work colleague of their choice and they 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 the member of staff, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to the member of staff and to the alleged harasser.

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If either the individual or the alleged harasser are dissatisfied with the draft report or with the proposed decision, then 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 the individual and to the alleged harasser. The member of staff has the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

**E) GENERAL NOTES**

1. If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with Christ Church's disciplinary and disciplinary dismissal procedure. A staff member who receives a formal warning, or who is dismissed for harassment, may appeal by using Christ Church's capability/disciplinary appeal procedure.
2. If a member of staff brings a complaint of harassment they 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 the person making the complaint.

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## **WHISTLE-BLOWERS**

### **A) INTRODUCTION**

Under certain circumstances, staff are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

### **B) QUALIFYING DISCLOSURES**

Certain disclosures are prescribed by law as 'qualifying disclosures'. A "qualifying disclosure" means a disclosure of information that the member of staff genuinely and reasonably believes is in the public interest and shows that Christ Church has committed a "relevant failure" by:

- (a) committing a criminal offence;
- (b) failing to comply with a legal obligation;
- (c) a miscarriage of justice;
- (d) endangering the health and safety of the individual;
- (e) environmental damage; or
- (f) concealing any information relating to the above.

These acts can be in the past, present or future so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening or is likely to happen. Christ Church will take any concerns relating to the above matters very seriously.

### **C) THE PROCEDURE**

If a member of staff wishes to make what they believe to be a qualifying disclosure, they should in the first instance report their concerns to their manager or their College Officer/Registrar (as identified in an individual's Statement of Main Terms) who will treat the matter with complete confidence. If the member of staff is not satisfied with the explanation or reason given to them, they should raise the matter with the appropriate body; for example, the police, the Environment Agency, Health and Safety Executive or Social Services Department. If an individual does not report their concerns to their Manager or College Officer/Registrar they may take them directly to the appropriate body.

### **D) GENERAL NOTES**

The Employment Rights Act 1996 provides protection for workers who 'blow the whistle' where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be "in the public interest". Christ Church encourages staff to use the procedure to raise any such concerns.

Please note that, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable to immediate termination of employment or such lesser disciplinary sanction as may be appropriate in the circumstances.

### **E) TREATMENT BY OTHERS**

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

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## **TERMINATION OF EMPLOYMENT**

### **A) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE**

If a member of staff terminates his/her employment without giving or working the required period of notice, as indicated in their individual Statement of Main Terms of employment, they will have an amount equal to any additional cost of covering their duties during the notice period not worked deducted from any termination pay due to them. This is an express written term of contracts of employment. They will also forfeit any contractual accrued holiday pay due to them over and above their statutory holiday pay, if they fail to give or work the required period of notice.

### **B) RETURN OF CHRIST CHURCH PROPERTY**

On the termination of a member of staff's employment they must return all Christ Church property which is in their possession or for which they have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to them. This is an express written term of the contract of employment.

### **C) RETURN OF VEHICLES**

On termination of employment the member of staff must return any Christ Church vehicle they are using to the premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to them. This is an express written term of the contract of employment.