
BRASENOSE COLLEGE

EMPLOYEE HANDBOOK FOR NON-ACADEMIC STAFF

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EMPLOYEE HANDBOOK ISSUE & UPDATES

Pages	Issue Number	Date
1- 38	0	March 2011
38	1	June 2011
25	2	July 2012
36,38	3	April 2013
5, 11, 14, 19, 22, 23, 29, 30, 31, 35	4	July 2014
6	5	February 2015
All	6	October 2018
10,18,25	7	February 2022

BRASENOSE COLLEGE

INTRODUCTION

Welcome to Brasenose.

We hope that you find our College a friendly and supportive atmosphere in which to work. As a College, we aim to provide a world-leading environment for research and teaching, while celebrating our successes and maintaining our traditions. We hope that you will enjoy being part of this community

In order to work effectively, we need to maintain some rules and standards. This Employee Handbook is designed both to introduce you to our College and to be of continuing use during your employment. Along with your Statement of Main Terms and Conditions, this document forms part of your Contract of Employment with Brasenose College.

We ask that you read this Employee Handbook thoroughly and carefully, as, in addition to setting out our rules and regulations, and summaries of the major policies and procedures relating to your employment it also contains information on some of the main employee benefits available to you. If you require any clarification or additional information please refer to your Line Manager.

Amendments to the Employee Handbook will be issued from time to time. When we do so, this will usually be done by consultation with the staff body, normally starting through the Staff Consultative Committee.

You will be given a copy of this document at your induction, and hard copies are available from the Porters' Lodge, and from HR as are copies of all of the HR Policies referred to in this Handbook. The College's HR Policies may also be found online at <https://staff.bnc.ox.ac.uk/policies/>.

Please sign and return the 'Confirmation Slip' to indicate that you have read and understood the contents of this Handbook.

1. RECRUITMENT AND INDUCTION

Your appointment is subject to the information you provided to the College during the selection and recruitment process being complete and correct. In the event of such information proving to be untrue or misleading, the College reserves the right to terminate any employment contract.

i) RELOCATION EXPENSES

The College follows the University's policy on paying relocation expenses to new employees who have to move a distance of more than 25 miles to take employment with the College. Full details can be found at the College's Policy on [Relocation Expenses](#).

ii) INDUCTION

The purpose of the workplace induction is to make the transition into a new job as smooth as possible. This will help you to gain more information about the College and how you and your department fit in to that structure. You will be given a copy of the College's organisation chart in your induction pack – this is regularly updated and the most recent version is published on the staff website at 'Staff How To Guides/Miscellaneous'. Your induction aims to give you a glimpse of the bigger picture of the College and also the chance to ask any questions and to go over any aspects of employment and/or your role that need confirming. Your Line Manager will go through the induction process with you during the first few weeks of your employment.

iii) HEALTH & SAFETY

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and others.

Brasenose College takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility. Any accident, incident and near miss should be reported as soon as possible.

You should have been given a copy of the College's [Health & Safety Handbook](#) with either your contract or during your induction, hard copies are available on request from the Porters' Lodge. Please familiarise yourself with the content as quickly as possible. If you have any questions about the content please talk to your Line Manager in the first instance who will seek further advice if necessary.

iv) JOB DESCRIPTION

You will have a written job description of the position to which you have been appointed. This should not be seen as prescriptive and amendments may be made to your job description from time to time in relation to the changing needs of the College and your own ability. Any substantial changes to your Job Description will be discussed with you and confirmed in writing.

v) PROBATIONARY PERIOD

You join the College on an initial probationary period of six months unless advised otherwise. During this period, your work performance and general suitability in the role will be assessed and, if it is satisfactory, your employment will be confirmed. If your work performance or behaviour does not meet the required standard, we may either take remedial action (which may include an extension of your probationary period) or terminate your employment at any time. We reserve the right not to apply our full capability and disciplinary procedures during your probationary period.

vi) FLEXIBILITY, MOBILITY & OTHER JOB OPPORTUNITIES

The College may reserve the right to transfer you to alternative departments or duties within the College which you could reasonably be expected to undertake and which are within your level of skill and competencies. For instance, during holiday periods, it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows the College to operate efficiently and gain maximum potential. If this change involves a permanent or long-term change to your conditions of employment, you will be issued with either a new Contract or a Contract Variation letter.

Although you are usually employed to work at one particular location, it is a condition of your employment that you are prepared, when necessary, to work at any other location in Oxford owned or operated by the College.

In certain situations you may apply for a secondment in a different role, for instance to undertake a particular project, or to cover a period of maternity leave or sickness absence. The secondment may also be considered to be an opportunity for you to acquire skills or experience which will benefit your employing department upon your return, as well as providing career development for you. Details on how to apply are in the College's policy on [Secondment](#).

vii) DATA PROTECTION (GDPR)

The Data Protection Act and General Data Protection Regulations (GDPR) are primarily intended to protect individuals against possible misuse of information about them and to reduce the threat to individual privacy presented by the widespread use of automatic data processing. It is the

policy of the College to ensure that all members of the College and its staff are aware of data protection requirements and their own responsibilities, both as an individual and while processing personal data in the course of their work. It is essential that staff complete GDPR training. Full details of the College's compliance with this legislation can be found on the Brasenose website in section on [GDPR Framework](#).

viii) CONFIDENTIALITY

For the duration of your employment you must always be aware of the confidentiality of information gained during the course of your work which in many cases includes access to personal and/or confidential information. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following:

- All documentary or other material containing confidential information must be kept securely and on our premises at all times when not being used and must be returned to us at the end of the contract, or at any other time upon demand;
- Information regarding the College and its business must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries;
- Conversations that you may have relating to confidential matters affecting the College, members of staff and students should not take place in situations where they can be overheard (i.e. in corridors, reception areas, etc.);
- Any breach of confidentiality will be regarded as a very serious matter and could result in the termination of your contract.

For the purposes of clarity, you shall not at any time (save as required by law) before or after the termination of your employment, disclose such information to any person without the College's prior written consent.

You also must be aware that all written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is the property of the College and, where appropriate, the College's copyright. At the end of your employment, or at any other time upon demand, you shall return to the College any such material in your possession.

Further details may be found in the College's guidelines on [Confidentiality](#).

ix) STAFF CONSULTATIVE COMMITTEE

The Staff Consultative Committee (SCC) consists of the Bursar (Chair), the Domestic Bursar, the Human Resources Manager (Convenor), four elected members of non-academic staff and one Fellow. Its remit is to provide a forum for the exchange of ideas and suggestions between College and staff through their representatives. It also allows for the provision of information

by College to non-academic staff on developments which affect them, and to facilitate discussion of these matters so that staff views can be taken in to account when decisions are made. For example these matters could include the introduction of new employment policies and procedures, training, equality issues, pensions and other benefits.

New representatives are elected by the staff every three years, and the committee meets four times annually. Members of the SCC are confirmed to the staff body on election, and posters are displayed with contact details.

x) GENERAL INFORMATION

CHANGES IN PERSONAL DETAILS – You must notify HR of any change of name, address, telephone number, etc. within two weeks, so that accurate information can be maintained on the College’s records and contact can be made with you, if necessary, outside normal working hours.

OTHER EMPLOYMENT - If you already have any other employment alongside your work for Brasenose, or are considering any additional employment, you should notify the College immediately so that any implications arising from conflicts of interest (see [Conflict of Interest Policy](#)) or Working Time legislation (see paragraph 4iii below) can be discussed with you and whether it potentially impacts on your position with the College. In addition you are advised to notify HMRC regarding your multiple employments so that they may make the correct assessment of your tax code as soon as possible. Contact details for HMRC may be obtained from either HR or Payroll.

TRAVEL EXPENSES - The College will reimburse you for any reasonable expenses incurred whilst travelling on College business, in line with the [Travel Expenses Policy](#). You must provide original receipts for any expenditure.

PROPERTY/LOST PROPERTY – The College does not accept liability for any loss of, or damage to, property that you bring onto College premises. You should therefore not bring personal items of value onto the premises and, in particular, not leave any items overnight. Articles of lost property are handed in to the Lodge where they are retained for a short period of time whilst attempts are made to discover the owner.

MAIL – You should avoid wherever possible arranging for private mail to be sent to you at College. No private mail may be posted at the College’s expense except in those cases where a formal re-charge arrangement has been made.

xi) FIXED-TERM APPOINTMENTS

On occasion there may be a specific reason for issuing you with a fixed-term contract (rather than a permanent contract) with a given end date, for instance to cover a period of maternity leave or to work on a specific project or piece of work. The College will endeavour to find you a redeployment opportunity, if possible, as the end date of your contract approaches but where this is not possible we will write to give you formal notice of the expiry of your

appointment.

2. BEHAVIOUR & PROFESSIONALISM AT WORK

i) APPEARANCE & BEHAVIOUR

It is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

It is also important that you interact with your colleagues and other members of staff with respect and integrity, in a courteous and professional way that you would wish them to behave towards you. While you are at work, or attending work-related events, you are an ambassador for the College and the impression that you make on others is critical for the College's reputation.

We expect that all our employees will be ethical and responsible in all their dealings on behalf of the college and fully comply with all legal requirements relevant to the role and as an individual.

ii) COLLEGE PROPERTY & OPERATIONAL EFFICIENCY

You must treat all College property, whether material or intangible, with respect and care.

The College maintains a policy of "minimum waste" which is essential to the cost-effective and efficient running of all College activities. This means taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, resources, etc. and the following points are illustrations of this:

- Handle machines, equipment and stock with care;
- Turn off any unnecessary lighting and heating;
- Keep doors closed whenever possible;
- Ask for other work if your job has come to a standstill or is completed ahead of schedule;
- Start with the minimum of delay after arriving for work and after breaks.

The following provision is an express written term of your contract of employment:

- Any damage to vehicles, stock, equipment or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
- Any loss to the College that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory

standards of work will render you liable to reimburse to the College the full or part of

the cost of the loss;

- In the event of failure to pay, the College has the contractual right to deduct such costs from your pay.

iii) HOUSEKEEPING

From the point of view of hygiene, safety and appearances you must keep your area of work, whatever that may be, clean and in a safe, organised and tidy manner at all times.

v) COPYRIGHT & INTELLECTUAL PROPERTY

An invention or discovery made by you will normally belong to you. However, an invention or

discovery made by you will become the property of the College if it was made:

1. In the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
2. Outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these;
3. During the course of any of your duties and at the time you had a special obligation to further the interests of the College arising from the nature of those duties and your particular responsibilities.

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

vi) MEDIA STATEMENTS

Any statements to reporters from newspapers, radio, television, etc. in relation to the College will be given only by the Principal, the College's Press Officer (i.e. the Bursar) or their authorised representative. If you are contacted by anyone in the media about any story, please refer them to the Bursar.

vii) USE OF SOCIAL MEDIA, PHONES, INTERNET, E-MAIL & IT

Brasenose College has subscribed to the guidelines regarding [computing and networking rules](#), etiquette and security, produced by the University Computing Service on behalf of Oxford University. You must abide by these guidelines so please take time to read them as non-compliance with these rules, as well as the general principles and conditions of the College's various IT-related and confidentiality policies, may lead to disciplinary action being taken up to and including dismissal.

This section should also be read in conjunction with the College's Information Security Policy (see Section 3 (iii)).

SOCIAL MEDIA - It is recognised that many employees will use Social Media websites as part of their daily lives. However, as they can be distracting and, particularly when used on hand-held devices, detrimental to productivity, use of Social Media during working time is not allowed unless it is a necessary part of your work.

Staff members who use social media for professional purposes should do so via a separate, online account/profile, which is intended specifically for such use.

If you discuss either the College or your work on Social Media, you are deemed to be representing the College, and must therefore ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards the College (but see paragraph 2(vi) above on Media Statements). Where personal opinions are publicly expressed on social media it must be clearly stated that these are your own personal views and that they do not reflect those of the College, but you must not post comments that are detrimental to the College.

Breaches of the [Social Media](#) policy could lead to civil or criminal actions against you or the College. The College reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the organisation or its employees which is brought to the College's attention by employees, students, members of the public, etc.

PHONES – College phones may only be used for personal calls in emergencies or with the prior consent of your Line Manager.

MOBILE PHONES - Constant use of mobile phones can impact not only on your own productivity and performance but also that of colleagues, as well as irritating them and annoying visitors or customers. The College does not ban the use of mobile phones but encourages you to act responsibly and restrict the use of your mobile phones to lunch or rest breaks, or to deal with an emergency that cannot wait until the end of the day. However the College will not condone the use of your mobile phone where it is illegal to do so (when driving on College business, for instance), if you are operating heavy or dangerous machinery or working in an environment where a lapse of attention through use of your phone could lead to a serious accident and injury.

You are expected be considerate towards others in the use of your mobile phone and are encouraged to adopt the following:

- If you are in an external-facing role you should to turn off your phone or switch to silent mode to avoid complaints from visitors or customers
- Having your mobile phones on loud or vibrate mode may alert you to incoming calls or messages but will also disturb your colleagues. You are encouraged to

switch your mobile phone to silent mode or off altogether during the working day. This will also help reduce the noise from your phone affecting other colleagues' concentration.

- If you need to make a call of a personal nature, you should do so in a quiet area to avoid disturbing colleagues.
- You should not use your phone when in meetings as it can disrupt the flow of the meeting and implies that you are not paying attention to the topic(s) under discussion.

If you are provided with a College mobile phone in order to perform your duties, this phone is the property of the company and is to be used for College business only. It can be withdrawn at any time and it must be returned when your employment ends. Usage of the phone may be monitored and if the College considers that you are misusing the phone by making excessive personal calls you may be asked to meet the costs of any non-business related calls. Full details on the use of phones can be found in the College's [Phone policy](#).

Failure to comply with these general rules may result in disciplinary action that may lead to dismissal.

INTERNET - The use of the Internet/e-mail is for College business purposes only. Failure to comply with this requirement will result in disciplinary action being taken.

E-MAIL - There are a number of legal points which arise from the use of E-Mail, both internally within the College and externally over the internet. To protect your own and the College's interest **YOU MUST NOT**

- Respond to "Junk Mail"
- Forward or respond to chain letter-type E-mail
- Make comment, or statements which could in any way be contrived to be defamatory however innocent you consider them to be
- Include any information in your E-mail which is protected by copyright, i.e. it is copied or published without the consent of the author
- Initiate or forward an E-mail which contains obscene or pornographic material
- Initiate or forward E-mail which could be considered to constitute an act of Harassment or be discriminatory. There are a number of laws which prohibit discrimination on the ground of sex, race and disability.
- Disclose information which is protected by embargo or could in any way be considered confidential to the College and/or the employees
- Make any statements via E-mail which intentionally or unintentionally create a binding contract or make negligent statements

IT – A number [of helpful guides and tutorials](#) designed to assist with IT issues have been published on the staff website, please check these out before contacting the Computer Office with queries.

While the College does not wish to regulate the private lives of its staff, it strongly advises staff not to enter into a close personal or intimate relationship with any student and alerts you to the complications that may result. To embark upon such a relationship with a student, particularly one for whom you may have some responsibility, could lead to problems in maintaining the boundaries of professional and personal life.

Attention is also drawn to the fact that relationships involving students under the age of 18, or vulnerable adults, could fall within the scope of the Sexual Offences Act 2003 relating to persons in trust have sexual relations with such categories of people (see paragraph 3(iv)).

The College requires you to disclose any close personal or intimate relationship with a student, however brief, and you should refer to the [Non-Academic Staff/Student Relationship Code of Conduct](#) for guidance on any such relationships and the need for disclosure. Disciplinary action will be taken against a member of staff who fails to declare any such close or intimate relationship.

ix) EMPLOYMENT OF RELATIVES AND CLOSE FRIENDS

The College accepts that on occasion relatives and/or close friends may be employed at the same time, either as existing staff or following recruitment. As this may potentially cause awkwardness, difficulties or accusations of favouritism you should draw any such relationship to the attention of your line manager as soon as possible. Steps would be taken to ensure that those who are 'closely related' do not work in positions where one has either direct or indirect management authority for the other. Full details of how the college would manage such a situation can be found in the policy on [Employment of Relatives or Close Friends](#).

x) EQUAL OPPORTUNITY/DIVERSITY/PUBLIC SECTOR EQUALITY DUTY

Pursuit of equality of opportunity means that all forms of unfair discrimination will be challenged in whatever way they arise. The College is committed to the view that unfair discrimination can arise across the whole spectrum of its activities, for example in staff recruitment, selection, promotion, dismissal, rewards, resources etc.

Equality of opportunity can be threatened by the use of language, gesture and other forms of symbolic behaviour. The College wishes to ensure that an environment free from harassment and unfair discrimination is created, in which individual potential can be fostered and encouraged, so that staff and students can act with confidence and competence with open and critical minds.

The College will take all reasonable steps to ensure that all employees, workers, contractors and other suppliers comply the Equality Act 2010, as well as any other relevant legislation in force, as detailed in the [Equal Opportunities Policy](#). This means that amongst other things the College will ensure that recruitment and progression once in employment is determined solely by criteria which are related to the duties of a particular post and support career development and progression to ensure diverse representation and participation at all levels

In support of this all staff are required to complete the College's online Diversity Training and you should contact HR for the necessary access if you haven't yet completed this.

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

The College's responsibilities under Public Sector Equality, and our actions and commitments under that Duty, can be found at [Public Sector Equality Duty](#). The College is committed to fulfilling its responsibilities under this Duty.

xi) STAFF COLLECTIONS & MEMORIALS

Collections are not usually allowed on College premises, except for leaving gifts, as approved by line managers or the Bursar.

The College will happily host memorial services or events for staff, fellows or alumni, in line with the conditions set out in the [Memorial Services and Events policy](#).

xii) GIFTS, TIPS & HOSPITALITY

The College recognises that the giving and receiving of gifts, tips and hospitality where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded. However, there is a risk with all gifts of this nature that they can be construed as a bribe, or make the recipient beholden to the giver, which puts the College in an unacceptable position. Therefore, you must follow College's [Gifts, Tips and Hospitality policy](#) at all times and report any such gift.

xiii) BRIBERY AND FRAUD

The College will at all times comply with the provisions of the Bribery Act of 2010, and expects all of its employees to do so, as outlined in the College's policy on [Bribery and Fraud](#).

3. SAFEGUARDS, STANDARDS & COMPLIANCE

i) RIGHTS OF SEARCH

Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to cooperate should we feel that such a search is necessary. The College reserves the right to use any evidence obtained in this manner for any disciplinary issues.

Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

We reserve the right to call in the police at any stage should we feel it necessary to protect the College, its Members or their property.

ii) CLOSED CIRCUIT TELEVISION (CCTV)

Closed circuit television (CCTV) cameras operate on College premises in the interests of both the College and all members of staff. The College may use any evidence obtained in this manner in any disciplinary issues.

iii) INFORMATION SECURITY

Information security is not just an IT issue and all staff have a part to play in protecting College information. Making a few changes and being aware can make a big difference. The full set of guidelines can be found in the College's [Information Security Policy](#), with the key messages being:

- Keep documents secure
- Encrypt confidential documents before sending them
- Avoid the use of USB memory sticks as far as possible, but if necessary use encrypted memory sticks which have been ideally approved or provided by IT
- Beware of fraudulent telephone calls
- Never charge a phone using your work computer

All staff are required to complete Information/Cyber Security training on an annual basis.

iv) SAFEGUARDING OF MINORS AND VULNERABLE ADULTS

On occasion, College employees may, in the course of their work, come into contact with children or vulnerable adults. In this case, the provisions of the College's [Safeguarding Policy](#) must be strictly followed; failure to do so may result in disciplinary action that may lead to dismissal.

v) 'PREVENT' DUTY

'Prevent' is a key strand of the government's counter terrorism strategy and is designed to stop vulnerable people from being drawn into terrorism. As an educational institution, it is the College's responsibility to comply with the relevant legislation surrounding 'Prevent' and Brasenose has appointed a "Prevent lead" (currently the Bursar) who maintains a risk assessment which analyses both how our students might be at risk of being drawn into terrorism and our Policies regarding campus and student welfare.

The College has a 'Prevent Action Plan' showing how we will mitigate any such risks, how we will include 'Prevent' objectives in our policies concerning our pastoral care of students. This Action Plan balances our responsibilities under 'Prevent' with the duty to ensure freedom of speech and academic freedom. The College's Policy on ['Prevent'](#) has full details on this topic.

We also run an appropriate programme of awareness training of 'Prevent' for some College staff, in order to build capability of staff to recognise and help vulnerable individuals.

vi) SLAVERY AND HUMAN TRAFFICKING

The College strives to act ethically and with integrity in all of our business dealings and relationships and wherever possible aims to ensure that modern slavery is not taking place anywhere in the College or in any of our supply chains.

4. WORKING HOURS

i) TIMEKEEPING

You must attend for work punctually at your specified start time, and you are required to comply strictly with any time recording procedures relating to your work. Unacceptable or persistent lateness or unauthorized leaving before your normal leaving time may result in disciplinary action being taken against you.

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

ii) OVERTIME

Where previously agreed, employees at Grades 1 – 5 may be in receipt of overtime payments if they work beyond contracted hours. If so, overtime will be calculated according to the [Overtime policy](#) noting that this Policy does not apply to the Workshop team, for whom separate arrangements are in place.

iii) WORKING TIME REGULATIONS

The Working Time Regulations 1998, stipulate that:

1. You are entitled to a daily in-work rest break of 20 minutes if your daily working time is more than 6 hours (for members of staff under 18 years of age, the entitlement is to a 30 minute in-work rest break if daily working time is more than 4.5 hours.)
2. You are entitled to a daily rest period of 11 consecutive hours between each working day. (For members of staff under 18 years of age, the entitlement is to a 12 hour daily rest period in each 24 hour period.)
3. You are entitled to a weekly rest period of 24 hours in each 7 day period which may be averaged over a two week period i.e. two days' rest over a fortnight (for members of staff under 18 years of age, the entitlement is to two days' rest in each week.)
4. Your average working time should not exceed 48 hours a week, normally averaged

over a 17 week period, unless you have signed an agreement to opt- out of this limit.

The College believes that your hours of work comply with these provisions, but if at any time you think this may not be the case you should discuss it with your Line Manager.

5. ATYPICAL WORKING

i) PART-TIME WORKING

The College will give serious consideration to any request to change to/from part-time

working and a request will not be unreasonably refused, where practical, whether or not the request is made under the terms of the College's flexible working policy (see paragraph 5(ii) below). In the first instance you should talk to your Line Manager about the implications of changing your working hours.

A part-time worker will not be treated any less favourably than a comparable full-time worker in respect of rates of pay, including overtime for hours worked above normal full-time hours, contractual sick pay and maternity pay, access to occupational pensions or other benefits, training, promotion and leave arrangements.

ii) FLEXIBLE WORKING (INCLUDING HOME-WORKING)

The College believes that the promotion of flexible working can increase motivation, promote work-life balance, reduce stress and improve performance and productivity. The College will, where practical, even if it falls outside the "statutory right to request", try to accommodate any request you might make for flexible working. However, the needs of College and its charitable objectives must be met. All requests will follow the procedure set out in the [Flexible Working policy](#).

iii) STANDBY AND CALL-OUT

The College may require staff in certain roles, most commonly in the Workshop, to be on standby out of hours in case of call-out for emergencies. In recognition that this is inconvenient for those people involved details of the associated compensation payment can be found in the [Standby and Call-Out Policy](#).

iv) SHORT-TIME WORKING

If there is a temporary shortage of work for any reason, the College will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than Statutory Guarantee pay. These solutions are only ever intended to be a short-term measure until normal business is resumed.

6. PAY AND BENEFITS

i) SALARIES

Staff are generally paid by the calendar month. Salaries are paid on or about the twenty fourth day of the month. You will receive a monthly pay-slip showing how the total amount of your pay has been calculated, including any pay for overtime, etc., for which you are eligible. It will also show the deductions which have been made and the reasons for them, for instance Income Tax, National Insurance, etc.

You are encouraged to check your pay-slip each month and raise any perceived error (any over-payment or under-payment, for example) immediately with the Payroll Officer so that any error may be rectified as soon as possible.

The College reserves the right to make deductions for any overpayments made. If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period. Please speak to the Payroll Officer if this would be the case.

The College will consider requests for a small advance of salary to help with short-term financial issues in line with the [Salary Advances Policy](#).

At the end of each tax year you will be given a Form P60 showing the total pay you have received from the College during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a Form P11D showing non-salary benefits if you have been in receipt of these. You should keep these documents in a safe place as you may need to produce them for tax purposes and it is not possible to issue duplicates.

ii) PAY SCALES

As outlined in the [Remuneration Policy](#), the College uses University Pay Scales [University Pay Scales](#) for employees in Grades 3 to 10. Pay is adjusted every August in line with increases to the University pay scales. If the University pay rise is not settled until later in the year (as is often the case) the pay rise will be back dated to August. The College has its own Pay Scales for Grades 1 & 2. Usually the announcement of an increase is delayed and the pay rises are backdated to August.

iii) PENSIONS

All staff are offered pension scheme membership when starting employment according to their eligibility:

- Universities' Superannuation Scheme (USS) – Academic staff & non-academic staff at Grade 6 or above

-
-
- Oxford Staff Pension Scheme (OSPS) – Non-academic staff

If you chose not to join a pension scheme when you joined the College we will monitor your age/earnings and if you meet the statutory eligibility criteria then we have to enrol you into NEST, a workplace pension scheme set up by the government – this is known as auto-enrolment. You have the right to opt out of this scheme but the government, and the College, encourage you to provide adequately for your retirement by remaining in the pension scheme.

For further information, including details of the eligibility criteria and all the pension schemes, please see the College's [Pension Policy](#).

iv) STAFF BENEFITS

The College's [Staff Benefits](#) Details Summary Sheet outlines the benefits currently provided by the College for its staff, and gives details of whom to contact for further information. The range of benefits is wide and is kept under constant review. It is hoped that staff will take advantage of what is available.

7. ABSENCE FROM WORK

i) HOLIDAYS

Your annual leave (holiday) entitlement is shown in your Statement of Main Terms of Employment. For full-time staff, this is usually 30 days per year, with part-time staff working fewer than 5 days per week getting a *pro rata* reduction. If you join or leave College employment part way through the holiday year your holiday entitlement is recalculated as $n/12^{\text{th}}$'s of the full year entitlement, where n = the number of full calendar months worked during the holiday year. Fractions of holiday resulting are rounded to the nearest complete day. Your holiday pay will be at your normal basic rate of pay.

The College encourages you to take all of your holiday entitlement in the current holiday year. You may, in exceptional circumstances only, and with the prior permission of the Bursar or Domestic Bursar, carry forward any unused annual holiday up to a maximum of 5 days in any one year (*pro rata* for part years). Any annual holiday entitlement carried forward must normally be taken by the following April. Any such holiday carried forward and not taken will be lost and no payment in lieu will be made except in the case of the termination of employment.

You should submit all requests to take holiday in writing to your Line Manager, if applicable using the correct form for your department. You should normally endeavor to give at least one month's notice of your intention to take holidays and one week's notice for odd single days. You may not normally take more than three working weeks' leave consecutively. Agreed holiday dates will be allocated to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

Members of staff are required to reserve one working week (i.e. 5 days for full-time

employees) of their annual entitlement to take during the Christmas period.

Full details can be found in the College's [Annual Leave policy](#).

ii) PUBLIC & BANK HOLIDAYS

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

In the event that you may be required to work on any bank holidays which fall during the College's term time you will usually either be paid overtime (calculated according to the [Overtime policy](#) or allowed Time Off In Lieu (TOIL) as compensation.

iii) SICKNESS

If you are unable to attend for work because of illness you, or someone on your behalf, should inform your line manager by telephone on the first day of absence from work, within the first hour of work if possible. If it is not possible to telephone, a note written on the first day of absence should be sent and a telephone call made later as soon as possible. If you fail to provide such notification without good reason, sick pay may be withheld.

If you are absent through sickness for up to seven calendar days, you must complete a [self-certification form](#) on your return to work. Please note that false statements on this form could lead to disciplinary action.

If you are absent from work because of sickness for more than seven calendar days, you should obtain a certificate from your doctor and send it to your line manager without delay. You must send in continuous certificates (i.e. without a break) until the doctor decides that you are fit to return to work.

During your sickness you will be paid Statutory Sick Pay (SSP), regardless of service but subject to certain exclusions, for up to 28 weeks. SSP payments will be made as part of salary, and will therefore be liable to tax and national insurance deductions. The College will supplement the payment of SSP in line with its [Sickness Policy](#).

Some members of staff may find themselves excluded from these arrangements, perhaps because they are over state pension age, or are paid less than the national insurance contribution lower limit, or have already received 28 weeks' SSP. If excluded for any reason you may still be eligible to claim Employment and Support Allowance (ESA) from the Benefits Agency and HR can help you with your application.

iv) MEDICAL APPOINTMENTS

Circumstances may arise where you need time off for medical (including hospital) or dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may

be granted at the discretion of your Line Manager, who may ask you to make up missed time. Where appropriate, HR will be consulted for guidance.

v) BEREAVEMENT/COMPASSIONATE LEAVE

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Line Manager, who will consult HR before agreeing to time off.

There may be circumstances that require you to take time off to attend to family, domestic or other matters which are not covered by any statutory entitlements. Any such time off should normally be taken as part of your annual holiday entitlement, although in certain circumstances you may be granted reasonable leave, which may be paid or unpaid, for these purposes. You should discuss any requests for compassionate leave with your Line Manager.

Compassionate Leave will usually be given only in cases relating to immediate family members such as parents, siblings, children, grandparents and grandchildren.

vi) PUBLIC AND OTHER DUTIES

- JURY SERVICE – If you are called for Jury Service you will be granted the necessary time off without loss of salary. As you are absent on full pay you should not claim the daily court allowance offered for Jury Service.
- TIME OFF FOR PUBLIC DUTIES – You will be entitled to reasonable time off during working hours to perform duties associated with any public position you may hold. Before undertaking any such role you should notify your Line Manager and HR of your intention to take on such a role, who will be able to agree with you how much time off is considered reasonable.
- VOLUNTEER RESERVE FORCE – If you are a member of a Volunteer Reserve Force you will be granted up to five days paid leave a year to attend summer camps and/or training exercises. Any additional time off for such activities should be taken from your normal annual leave entitlement. You should inform your Line Manager and HR as soon as possible if you are called up, or if it is likely that you may be called up, to serve in the Armed Forces so that the implications may be discussed.
- UNPAID LEAVE – You may request unpaid leave at any time for personal or career development reasons. Each request will be considered on its own merits.

8. FAMILY FRIENDLY LEAVE

Women employees in the UK have had statutory maternity rights for many years. Fathers and adoptive parents now have statutory rights to paternity leave, adoption and shared parental leave. These rights also apply within partnerships of the same sex, so references to 'father',

'male employee', 'men', 'he', 'him', etc., should be taken as including women in same-sex partnerships.

You are entitled to Family Friendly Leave in accordance with the relevant College policy. If you/your partner become pregnant or decide to adopt a child you should notify your Line Manager at an early stage so that your entitlement can be discussed and, if necessary, a risk assessment carried out.

i) MATERNITY LEAVE

All new mothers are entitled to take up to 52 weeks' Maternity Leave, irrespective of how long they have been employed by the College, with the first two weeks immediately following the birth required to be taken as compulsory maternity leave.

Subject to eligibility, Statutory Maternity Pay is payable for 39 weeks of this period with the remainder being unpaid. In addition you may also qualify for enhanced payments under the College's contractual maternity pay scheme.

The rules on eligibility for maternity pay are complex and you should check these carefully in the College's [Maternity Leave](#) policy.

You are encouraged to share the news of your pregnancy as early as possible so that a risk assessment can be carried out and your Line Manager will be aware that you will need time off for antenatal appointments. Notice of your intention to start maternity leave must be given on the timescales outlined in the Maternity Leave policy.

ii) PATERNITY LEAVE

Paternity rights provide a father with the time needed following the birth or adoption of their baby to provide care and support to their family while keeping their right to return to work.

Subject to eligibility, you are entitled under the College's [Paternity Leave](#) policy to take up to two weeks' paternity leave at full pay, to be taken at any time within 56 days of the birth or adoption taking place. The leave must be taken in either one or two week blocks and not as individual days.

If you intend to take paternity leave you should discuss your intention with your Line Manager as early as possible. You are required to give at least 28 days' notice of your intention to take paternity leave.

iii) ADOPTION AND SURROGACY

Adoption Leave allows employees to take up to 52 weeks off work to help an adopted child to settle into the family unit, Statutory Adoption Pay is payable for 39 weeks of this period with the remainder being unpaid. There are some restrictions on eligibility and you should check

the details of [Adoption Leave](#) on the Gov.UK website.

If you qualify for adoption leave, you should discuss your plans with your Line Manager as

early as possible. You are required to give at least 28 days' notice of your intention to take adoption leave.

iv) SHARED PARENTAL LEAVE

The Shared Parental Leave (SPL) regulations provide an opportunity for parents to take advantage of additional flexibility in the way they choose to care for the new arrival to the family child.

After the initial two week compulsory maternity or adoption leave which the mother or primary adopter must take, they may then choose to end their maternity or adoption leave at any time in order to share the remaining 'unused' leave as SPL with their partner, meaning that parents can share up to 50 weeks of SPL and 37 weeks of Shared Parental Pay (ShPP) between them as they see fit. Eligible parents can request to take SPL in either one continuous block of leave or discontinuous blocks (i.e. split into shorter periods with the periods at work in between). Parents have the option of taking the leave together or at separate times. All periods of SPL must be taken in the 52 weeks immediately following the birth or adoption of the child.

The rules on SPL are complex and will vary according to each individual's choice, but are outlined in the College's [Shared Parental Leave Policy](#). Full details of [SPL](#) can also be found on the Gov.UK website.

v) UNPAID PARENTAL LEAVE

Unpaid Parental Leave (UPL), not to be confused with Shared Parental Leave (see paragraph 8 (iv) above), allows employees to take time off work to look after a growing child's welfare. This leave is unpaid, and is available for each child up to their 18th birthday. Although the amount of UPL is usually 4 weeks per child per year there are restrictions on how much leave can be taken and when, and full details of [Parental Leave](#) can be found on the Gov.UK website.

If you are entitled to take parental leave, you should discuss your intention with your Line Manager as early as possible, who will confirm your entitlement and look at the proposed leave periods in the context of your child's particular circumstances and the operational aspects of the College. You are required to give 21 days' notice of your intention to take Parental Leave, which must be taken in complete weeks rather than as individual days.

vi) TIME OFF FOR DEPENDANTS

A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care. It may also be someone who relies on you in particular circumstances of an illness, injury or assault until resumption of normal care arrangements.

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

Time off can be for any of the following reasons:

1. To help when a dependant falls ill, gives birth, is injured or assaulted (including mental illness or injury)
2. To make arrangements for the provision of care for a dependant who is ill or injured
3. To cope with the arrangements for caring for a dependant unexpectedly breaking down
4. To deal with an incident involving a child which occurs unexpectedly during school hours or in circumstances where the school has responsibility for the child.

Your right to unpaid time off only applies if, as soon as is reasonably practicable, you tell the College why you are absent and (unless you have already returned to work) for how long the absence is likely to last.

9. PERFORMANCE MANAGEMENT

i) PERFORMANCE REVIEW AND APPRAISALS

The College's policy is to monitor your work performance continuously, so that your progress can be ascertained and your performance reviewed and discussed with your Manager. This process is designed to be supportive and helpful for you, to give you useful feedback on how to improve, and to allow you to build on your successes working at Brasenose.

The College also holds annual appraisals for all employees, supplemented by informal performance reviews. The purpose of the annual appraisal is for you and your line manager to formally reflect on your performance, including achievement against objectives, over the previous year and discuss what went well or not so well. It is also an opportunity to set new objectives for the coming year and to discuss your career aspirations, options and personal development.

During the Appraisals period, employees whose roles have expanded to take on significantly larger areas of responsibility may be considered for re-grading. Posts are reviewed using either the University Grading Scheme (Grade 3 and above) or the College's internal grading review process (Grades 1 and 2) as appropriate. If you are not happy with the grading of your role you should speak to your Line Manager or HR.

ii) CAPABILITY (UNDER-PERFORMANCE)

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This may only be temporary but may be for a longer period and can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you can no longer cope with the work.

If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision

Concerns regarding your capability will be dealt with in accordance with the [Capability policy](#) and the ultimate aim is always to help you achieve a satisfactory level of performance.

10. TRAINING AND DEVELOPMENT

During your employment you will receive training for your role as necessary. Training needs will be discussed with your Manager, and you are encouraged to think about what training you may need and how you can improve your skills. Where it is perceived necessary, mentors may be assigned to individual staff.

Your Professional Development is actively encouraged by the College. The [Professional Studies Policy](#) gives details of how the College supports staff members looking to improve their skills and seek external qualifications.

While the College does not currently have a formal line management training programme, relevant staff are encouraged to participate in training programmes with the People and Organisational Development Team (see the [POD](#) website). All line managers also receive training on coaching.

Use of other online training by all staff is also encouraged, sites recommended by the College are listed on the Staff Benefits sheet (see paragraph 6(iv) above).

11. DISCIPLINARY, GRIEVANCE, HARASSMENT AND WHISTLE-BLOWING

i) DISCIPLINARY

Brasenose College expects that its employees work professionally and conscientiously and take care of the College and its property. Any breach of the College's rules or security will be regarded as misconduct. Incidents where employees are having difficulty working at the required standard will be processed through the Capability Policy.

Cases of minor misbehaviour will normally be dealt with informally by line managers. Notable acts of misconduct or persistent misbehaviour will be dealt with in accordance with the College's Disciplinary Policy, which applies to all non-academic staff (other than those in their probationary period) including students during the course of their work for the College (for instance as casual support on Open Days or in the Bar). Academic staff are governed by a similar corresponding policy.

If an employee is charged with, or convicted of a criminal offence this is not automatically reason for disciplinary action, unless the offence was committed while the employee was at

work, impacts upon the employee's suitability to do the job, or affects their relationship with the College, the College's reputation or the employee's ability to carry out their job.

For further information, including the definition of various types of misconduct and the actual disciplinary process, please see the College's [Disciplinary Policy](#).

ii) GRIEVANCE

The College aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this informally in the first instance with your line manager or, where you are aggrieved about your line manager, your senior manager.

If all informal attempts to resolve the grievance fail, or where it is more serious, then you should make a written complaint to HR to invoke the College's formal grievance process, full details of which can be found in the [Grievance Policy](#).

iii) HARASSMENT

Brasenose College does not tolerate any form of harassment or victimisation in the College community. We expect all members of the College, its visitors and contractors to treat each other with respect, courtesy and consideration, and to help promote equality and diversity in order to maintain a working, learning and social environment which promotes the rights and dignity of everyone in the College community.

All members of the College community have the right to expect professional behaviour from others, and have a corresponding responsibility to behave professionally towards others. All members of the College community are therefore required to comply with and demonstrate active commitment to this Policy by:

1. Treating others with dignity and respect;
2. Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
3. Supporting any member of the College who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service, or their local Harassment Advisor, for support. The Service is also available to those against whom an allegation of harassment has been made.

For further information, including the definition of harassment and also how to seek assistance and/or support, please see the College's [Harassment Policy](#).

iv) INVESTIGATIONS

In order to ensure that all incidents and issues involving allegations about or against employees are dealt with fairly and consistently the College will investigate the allegation by gathering and reviewing evidence, which may include taking witness statements, before deciding whether or not further formal action is required.

An appropriate person will be appointed by the HR team, the Bursar or Domestic Bursar to carry out all formal investigations: usually the individual's line manager. The investigator and any other staff assigned to investigate the issue must make sure to approach the matter objectively and concentrate on evidence which supports or contradicts the allegations raised. All data gathered during investigation meetings will be kept strictly confidential. The fact that an investigation is being carried out will usually remain known to only the parties involved in the process.

Full details of the process to be followed are outlined in the College's [Guidelines to Investigations](#), which should be read in conjunction with the relevant Harassment, Disciplinary, Grievance or Capability Policy as appropriate. Staff may be suspended on full pay during an investigation and any subsequent formal process.

v) WHISTLE-BLOWING (PROTECTED DISCLOSURES)

Brasenose encourages employees to challenge behaviour by the College that might be inappropriate or, at worst, illegal. We want all employees to feel that they are free to speak to the appropriate authorities within College, and College Officers should approach such disclosures by looking to improve how the College behaves. For further information about Protected Disclosures, please see the College's [Whistleblowing Policy](#).

Certain disclosures are protected by law as "qualifying disclosures". These are disclosures of information that the employee genuinely and reasonably believes is in the public interest, and which show that the College has committed a failure in its legal or ethical responsibilities

In the first instance you should report any concerns you may have to a Senior Member of College who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

However, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable for disciplinary sanction as may be appropriate in the circumstances.

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.

12. TERMINATION OF EMPLOYMENT

i) NOTICE PERIODS

You must give the College notice of no less a period than that given in your Statement of Main Terms and Conditions, your 'contractual notice' period. If you leave your employment without working for the required period of contractual notice, the College reserves the right to deduct an amount equal to the additional cost of covering your duties during this time from any pay due to you. This is an express written term of your contract of employment.

ii) RETURN OF COLLEGE PROPERTY

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

iii) OUTSTANDING HOLIDAYS

Any holidays accrued up to date of leaving but not taken will be paid. However, in the event of you having exceeded accrued pro-rata holiday entitlement, then an appropriate payment equal to the excess will be deducted from your final salary. All holiday pay calculations will be based on your normal basic rate of pay.

iv) RESIGNATION

All resignations by employees must be supplied in writing to HR, stating your reason for resignation and giving your proposed last day of employment. Leavers are invited to participate in an Exit Interview, which is an opportunity for you to provide some feedback on your employment with the College.

v) RETIREMENT

There is no default 'Retirement Age' for Non-Academic staff, which means that there is no set age when you are required to retire. Many people choose to retire when their pension benefits are due to become payable and but you can retire at any time simply by giving your normal contractual notice (see above).

It is useful to the College if you could give early advance notice, even informally, of your intention to retire so that there is plenty of time to make arrangements to cover your work following your departure.

vi) REDUNDANCY

Although the College will make every effort to avoid redundancy situations, where it is necessary to discontinue jobs, or where there may be a need to reduce staff levels in certain areas of the organisation through technological or organisational change, or through market

or economic pressures, the College will follow its [Redundancy Policy](#), or legislative provisions, which will take priority if there is conflict.

vii) 'GARDENING LEAVE'

Once either side has given notice of termination of employment, the College may, at any time and for any period, require you to cease performing your job or exclude you from entering any College premises – this is known as 'gardening leave'. During any such period of gardening leave the College will continue to pay your salary and provide all benefits that form part of your contract of employment.

viii) DEATH IN SERVICE

Very occasionally a member of staff may die whilst in employment of the College, either at home or on College premises, and you should follow the [College guidelines](#) on the procedures to follow in such circumstances. Each set of circumstances will be different and it is therefore vital that HR are consulted as early as possible for advice regarding termination of contract, pay, pensions, etc.

CONCLUSION

Thank you for reading this Handbook. Please now sign the attached 'Confirmation Slip' and return it to the HR Department.

Should you have any questions about operational matters or local arrangements within your department, please speak to your Line Manager. Otherwise, please speak to a member of the HR Team, who will be happy to help.

We hope that your time working for Brasenose College will be happy and fulfilling.

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