



WOLFSON COLLEGE CAMBRIDGE



Wolfson College Staff Handbook

Date of this revision: Sept 22



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Introduction

Welcome to the Wolfson College Staff Handbook. This document contains important information for all staff at Wolfson, including various staff policies. The Handbook will be regularly updated with new information and new policies, so you are advised to use the Handbook online rather than printing it off.

If you have any questions about the information in the Handbook, or suggestions for additional information, please talk to your manager or to the HR Manager, Sally Cullen.

There is a Staff Communication and Consultation Committee, and every department is represented. Find out who your departmental representative is, and do feel free to ask them to take any ideas to the next meeting of the Committee.

Here at Wolfson we aim to be the friendliest College in Cambridge. We all have a role to play in meeting that aim, and I hope you enjoy your time working at Wolfson.

Jo Cheffins
Bursar



Useful links and other information

Who's Who

There are useful lists of staff, Fellows and other members of Wolfson College on the College website here:

www.wolfson.cam.ac.uk/people

Pensions

There are three different pensions schemes in operation at Wolfson College, and here are links to each of them:

USS: www.uss.co.uk

CCFPS: www.pensions.admin.cam.ac.uk/ccfps

NOW Pensions: www.nowpensions.com

Gym

Staff are entitled to use the College Gym. See here for details:

<https://www.wolfson.cam.ac.uk/current-students/sport/gym>

Annual Report & Accounts

Wolfson College is a registered charity and publishes its annual report & accounts each year, which you can read here:

<https://www.wolfson.cam.ac.uk/about-wolfson/governance/accounts>

University Card

As a member of staff, you will be issued with a University Card. This will be needed to purchase food at the Cafeteria, to use the Gym and access certain buildings around the College. It is also very useful for gaining access to University sites and other Colleges, and can also gain discounts in some shops and restaurants.

Health Care Cash Plan

Membership of this plan is automatic, although you can opt out should you wish. This benefit can help cover healthcare costs such as dental and optical bills, physiotherapy and even consultancy charges.

Further information is available here: <https://online.bhsf.co.uk/portal/customer/logon>

To upgrade your personal or family cover you will need to call BHSF on 0121 454 3601 and request the relevant upgrade. You will need your Policy number to hand and BHSF need to know that the upgrade is not paid by the employer, but is to be paid directly from your bank by direct debit and provide your personal bank details.

Cars and Bicycles

If you drive to work and would like to park in the College, you must register your car with the Porters' Lodge and display the parking permit you will be given. If you cycle to work and wish to park your bicycle in the staff bicycle shed, you must register your bicycle with the Porters' Lodge, who will paint an ID number on your frame.



Lee Library

Wolfson staff are welcome to use and borrow books from the Wolfson Library.

The Library has books on a wide-range of topics including British culture, language learning and study skills.

The Library also has current news magazines, quiet places to work and a strong Wi-Fi signal.

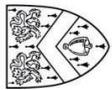
Staff will need a login name issued by the University (CrsID) and a University card to enter the inner rooms of the library building and to borrow books; if you do not have these please contact the HR Manager, Sally Cullen.



Map of the College Site

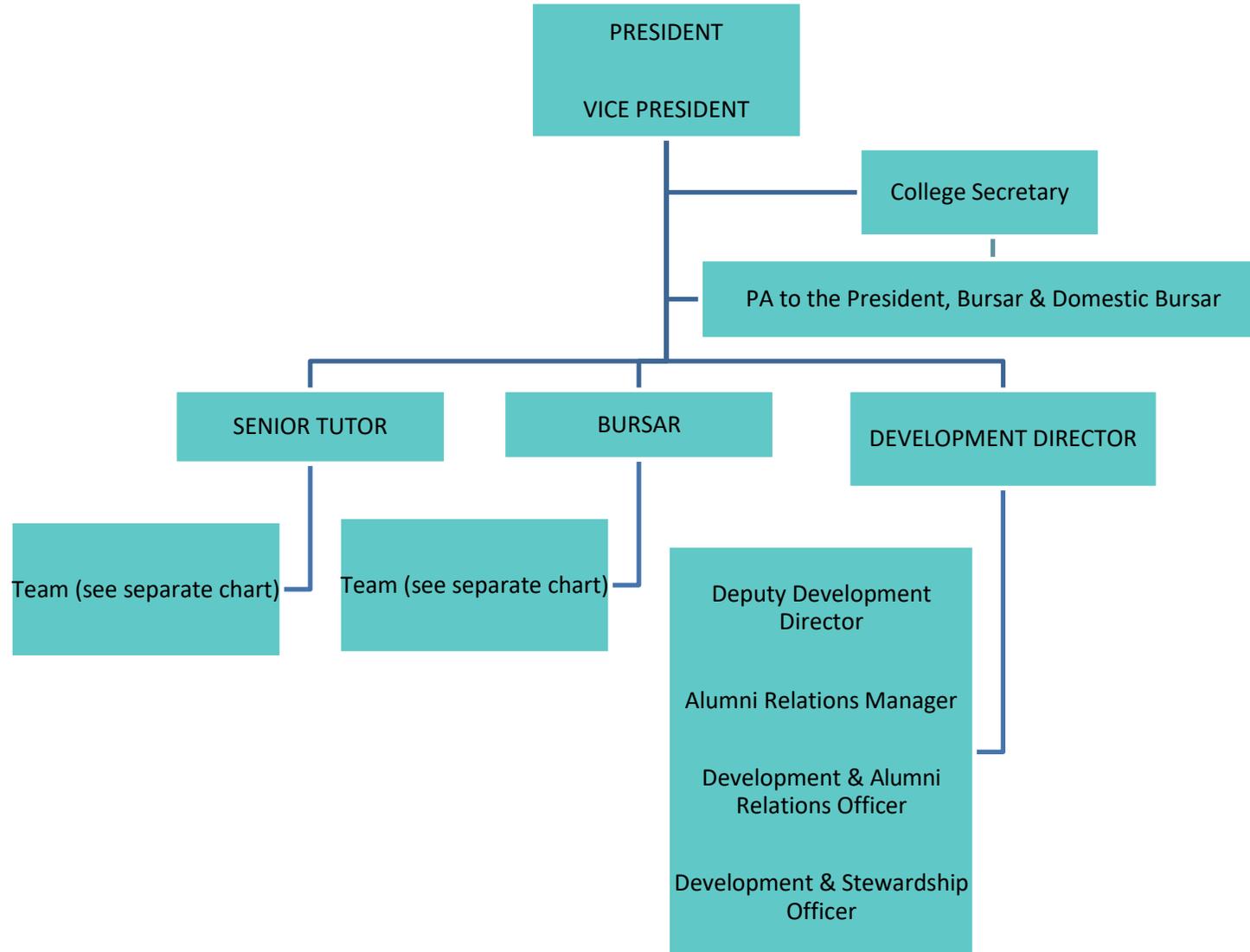


WOLFSON COLLEGE CAMBRIDGE



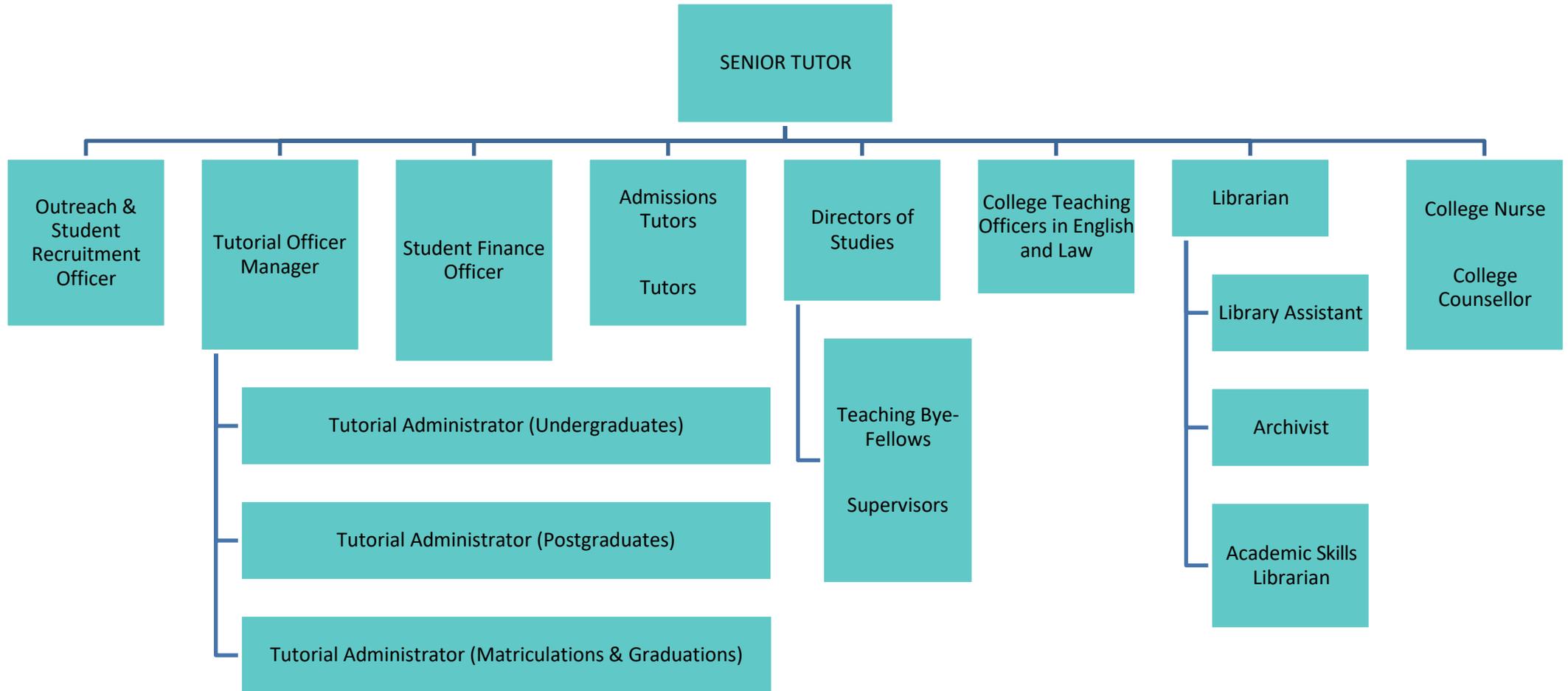


Staff Reporting Structure



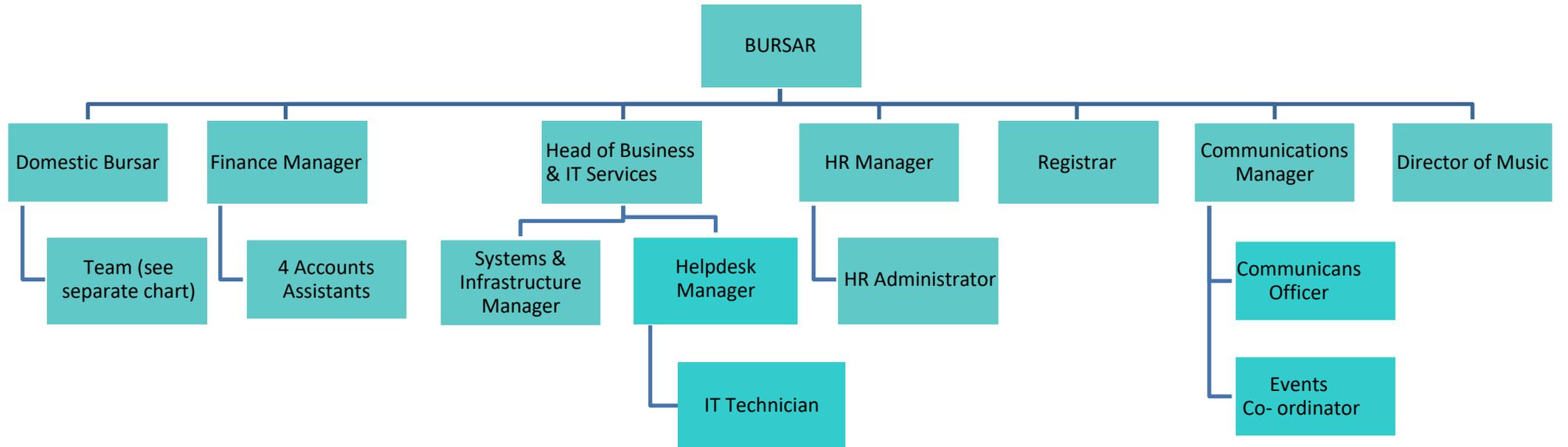


Senior Tutor's Team



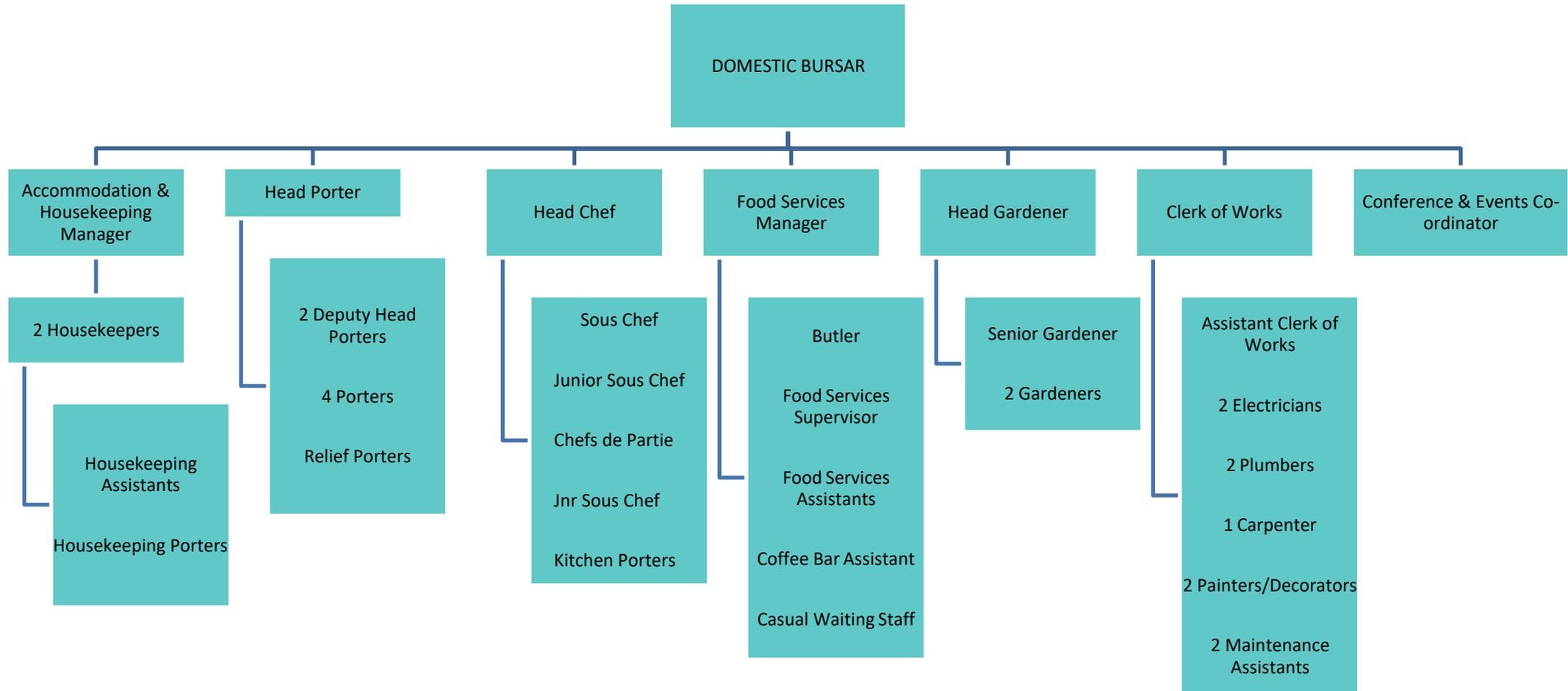


Bursar's Team





Bursar's Team



A General Guide to Leave Entitlement

Entitlement

The holiday year runs from 1 January to 31 December. Entitlement to holidays is determined on the basis of hours or days worked. There are a maximum of twenty-five earned days holiday per year for those working five days a week, pro-rata for those working part-time, with Bank Holidays being additional to the earned entitlement. If you start work after the beginning of the leave year your leave entitlement will be calculated pro rata to the proportion of the leave year remaining.

At the end of a holiday year you will only be able to carry forward a maximum of 5 days, pro-rata for those working less than 5 day a week, of unused annual leave to the next year. Any such leave must be taken by the end of February after the end of the holiday year to which the unused holiday relates.

Any carried-forward annual leave cannot be used against the bank holiday on 1 January. Also, you are not able to take holiday from the following year's entitlement in the current holiday year, i.e. you are not able to exceed your annual holiday entitlement

Procedure

All requests for annual holiday should be made via the HR Portal, Cascade at the earliest reasonable opportunity and in any event no later than 1 week before the required start date. You will be notified via email when your request has been updated.

Heads of Department may decline holiday requested retrospectively or at short notice due to the business needs of the College. You will be required to take some annual leave at times when the College is closed, for example during the Christmas closure.

Employees are allowed to carry forward a maximum of five unused days to the next year, in which case such holiday must be taken no later than 28 February after the end of the holiday year to which the unused holiday relates.

Notification will be required to cancel booked holiday.

If for any reason, employees know that they will be late returning from holiday, they must contact their Head of Department and notify of their late return as soon as possible. Failure to do will render the employee liable to disciplinary action for unauthorised absence.

Sickness & Unpaid Leave

Where booked holiday coincides with certified sickness, holiday will not be reinstated, unless prior notice to cancel booked leave is given.

Termination

Payment of accrued unused holiday entitlement will be made on termination of employment.

In the event that a holiday has been taken over and above that already accrued, we retain the right to make a deduction of the appropriate sum from your final salary.

Medical and Dental Appointments

Time off for doctor or dental appointments may be made up out of normal working hours or taken as leave. Time off for doctor or dental appointments may be made up out of normal working hours or taken as leave. Hospital appointments may be notified by completion of a self-certification, with a copy of the appointment details attached.

Compassionate Leave

On the death of a member of the immediate family e.g. spouse, child, sibling, parent, partner, immediate step relatives (stepchild, stepparent, stepbrother or sister) and grandchild, a maximum of five days may be taken without loss of annual leave entitlement.

On the death of a grandparent, parent-in-law, brother/sister-in-law a maximum of 3 days may be taken without loss of annual leave entitlement.

Emergency Leave

All employees are entitled to reasonable unpaid time off to attend to an emergency relating to a dependant. In addition, once you have used up your annual leave, you may, with the agreement of your manager, take a limited number of days off as unpaid leave to cover unforeseen events.

Inclement Weather

In the event of bad weather, you are expected to make every reasonable effort to get into work. If this is not possible, the time should either be taken from your annual leave entitlement, taken as unpaid leave or time lost should be made up at a later date.

Oct 2021

Dignity and Respect at Work Policy

Wolfson College is a community dedicated to working within an atmosphere of tolerance, providing a supportive and open environment where all employees are encouraged to use their talents fully.

Whilst the College fully accepts its responsibilities under current legislation (Equality Act 2010) it aims to go beyond the strict confines of the law to main an environment where every person is respected and treated in a manner that values their individuality and diversity.

As well as covering such issues as discrimination, bullying and harassment, this policy extends to all forms of behaviour that may cause upset or offence to another individual, whether intentional or inadvertent.

This policy will be communicated to all employees so that everyone is aware of their responsibilities and the College will monitor all incidents and will review the effectiveness of this policy. The Bursar has the overall responsibility for ensuring that this Policy is effectively communicated, implemented and monitored.

Equality and diversity

The College undertakes not to discriminate, or condone discrimination, against any person on the grounds of gender, age, marital status or civil partnership, race or ethnicity, religious beliefs, pregnancy/maternity, disability of any kind, sexual orientation, gender reassignment, political opinion or affiliation, responsibility for dependents or social background.

The College will endeavour to ensure that there will be equality of opportunity in recruitment, training, development and promotion throughout. All such judgements will be made solely on the grounds of merit.

Where a person has a disability, the College will consider reasonable adjustments that can be made to enable that person to be engaged, or continue to carry out a job for which they would otherwise be capable.

Every individual has their own strengths and weaknesses which make them different from others. Understanding this is important and the differences should be valued and used to their full advantage. Using diversity is an important aspect of management.

Working in a multi-cultural environment

One of the most rewarding aspects of working in a multi-cultural environment is that it provides an opportunity for interaction with people from many different countries and cultures. However this can lead to misunderstandings and simple gestures can be misinterpreted. For example, the acceptable distance between two people talking changes from country to country. Therefore if the person you are talking to steps back, possibly you are making them feel uncomfortable by standing too close. Simple gestures such as putting a hand on someone's shoulder or touching their hand or arm may be misinterpreted. It is therefore important to be sensitive to others feelings and to avoid behaviours which may be questionable to them. If there is an occasion when you are offended by someone's behaviour, talk to them about it as they may be unaware of the impact of their actions. People can have different tolerance levels and treating everyone with respect and dignity is everyone's responsibility.

Bullying and harassment

There are many definitions of bullying and harassment.

Bullying may be characterised as any behaviour intended to undermine, humiliate, denigrate or injure the recipient. In any form it is unacceptable behaviour and as such will trigger disciplinary procedures against staff behaving contrary to this policy. Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively.

Dignity and Respect at Work Policy

Harassment is defined as unwanted conduct that either violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. It may be sexual, moral or racial in nature. It may be related to any personal characteristic of the individual (whether perceived or real) or by association (i.e. related to the individual's relationship or dealings with others who have that personal characteristic). It may be persistent or an isolated incident and can take many forms from relatively mild banter to actual physical violence.

The kind of language and behaviour that is acceptable in today's world is in some cases very different to that of the past and employees must be mindful of the words they use in their everyday contact with others. There may be phrases or comments in use that would have been viewed as "harmless" or banter or a light hearted joke but might well be viewed now in a different light.

Employees may not always realise that their behaviour constitutes bullying or harassment but they must recognise that what is acceptable to one person may not be acceptable to another.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment, but it is sometimes the 'grey' areas that cause most problems. The College considers the following unacceptable behaviour: -

- Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation, age and religion or belief).
- Copying memos, letters or emails that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone - picking on them or setting them up to fail.
- Making jokes of a sexist or racist nature or derogatory name calling
- Using offensive language including swearing
- Exclusion, non-co-operation or victimisation including exclusion from conversations or social activities
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances or comments of a sexual nature, touching, standing too close, display of offensive materials.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.
- Virtual bullying – includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing company technological facilities to contact the employee in an intimidating or malicious manner
- Coercion – including threats of dismissal or loss of promotion etc. for refusal of sexual favours (or promises made in return for sexual favours); pressure to participate in political or religious groups etc.

Procedure

- Any employee who feels that they are the subject of bullying or harassment should, in the first instance, keep a record of instances where they feel they are being bullied or harassed.

Dignity and Respect at Work Policy

They should then talk to the individual concerned, with a witness if possible, to explain that their conduct is unwelcome, considered by the recipient to be bullying or harassment and that it is to stop. (This procedure is encouraged in order to empower the individual to deal with what may be only a chance remark, which has not been intended to cause offence but has occurred due to a misunderstanding.)

- If the harassment does not cease, or the person feels unable to speak unsupported to the individual concerned, they should either initially address the matter informally with his/her immediate Head of Department or may make a formal complaint using the College's grievance procedure. If he/she prefers, one of the following designated people may be contacted as an alternative: Head of Department or the HR Manager. Confidentiality will be maintained where possible at all times.
- Where a formal complaint is made investigations will be undertaken as soon as possible and procedures will follow the College's grievance procedure. Where necessary and/or appropriate, other staff may be required to give evidence. Such witnesses will be afforded appropriate protection in accordance with this policy. Such investigations may result in disciplinary action being taken.
- If recommended and agreed by the parties involved, following the outcome of the investigation and grievance procedure, the College undertakes to provide: -

External counselling and support
Training for staff and managers as required
Protection from victimisation

Responsibilities under this policy

It is everyone's responsibility to value and respect others. Employees at all levels are responsible for ensuring that everyone's dignity is respected and that the working environment is harmonious. This requires that behaviours should never cause offence or be considered to be harassment or bullying. Managers at all levels must ensure the implementation of this policy, which will be monitored and reviewed on a regular basis by the Bursar.

Discipline and Grievance Procedures for Employees

Objective

To ensure the maintenance of safe and effective operation of business and fair treatment of individual employees

Procedure

1. Informal Warnings

Minor breaches of College discipline, misconduct, failure to meet performance standards, poor time-keeping, etc. will result in a verbal warning given by an immediate superior. A note of this warning will be made in the employee's personal file.

It is expected that in most cases a verbal warning will quickly resolve most difficulties. Where there is a more serious case of misconduct or an employee fails to improve and maintain that improvement with regard to conduct or job performance, the following steps will be taken.

2. Formal Warnings

A disciplinary interview conducted by the Bursar will be held. The employee may be accompanied by another employee of the College if so desired.

The employee will be informed of the nature of the complaint and such evidence as may exist. The employee may present his explanation of the matter.

If it is decided that disciplinary action should be taken the employee will be told of the decision and later given a letter of confirmation.

The written confirmation will state:

- (a) details of the misconduct, poor performance or time-keeping that has occasioned the warning;
- (b) details of the necessary action to remedy the situation, any period of review, extra training, etc. decided on;
- (c) that any further misconduct, etc. will result in:
 - (i) dismissal with appropriate notice, or;
 - (ii) a further disciplinary interview and confirmed final warning which, if unheeded, will result in dismissal with appropriate notice.

NOTE:

The final decision to dismiss can only be taken by the Bursar after he has satisfied himself with regard to the facts of the case, the appropriateness of mitigating circumstances and has interviewed the employee concerned.

Alternatives short of dismissal may be considered; they are:

- (a) suspension without pay up to a maximum of 7 days;
- (b) demotion to a more suitable job, if available;
- (c) transfer to another department within the College.

Discipline and Grievance Procedures for Employees

Dismissal without warnings

In rare circumstances the employee will be summarily dismissed if it is established, after investigation and hearing the employee's version of the matter, that there has been an act of gross misconduct, major breach of duty or conduct that brings the College into disrepute. In particular this includes:

Insubordination; serious breach of safety rules potentially involving loss of life or limb; theft, fraud, breach of clocking rules, being under the influence of drink or drugs during working hours; flagrant failure to follow College documentary procedures and regulations; breach of duty regarding non-disclosure of confidential information; deliberate damage to College property or that of other employees; disorderly or indecent conduct; fighting on College premises or threatening physical violence; acts of incitement or actual acts of discrimination on the grounds of sex, race religion, colour or ethnic origin.

The employee may be suspended with pay whilst the circumstances of any complaint are investigated.

The employee may appeal to the President, either verbally or in writing against any disciplinary action taken against him, within 48 hours of that action being taken.

Grievance Procedures for Employees

Any employee wishing to discuss a grievance arising from their employment should raise the matter with their immediate supervisor.

If there is no satisfactory solution within two working days, the grievance can be raised either verbally or in writing with the Bursar.

After consultation the Bursar will give his decision within five working days. You have the right to appeal. This should be made in writing, addressed to the President, within five working days of being informed of the Bursar's decision, stating your reasons for the appeal.

This procedure applies to both individual and collective grievances.

Absence from Work due to Sickness Policy

As part of its duty of care to staff, the College has put in place procedures to manage sickness absence. Staff are expected to maintain a satisfactory record of attendance. However the College aims to balance the sensitive nature of individual sickness and ill health against its needs to achieve its objectives. The College aims to assist employees to retain or regain good health.

This policy explains:

- Contractual sick pay terms and its relationship with statutory sick pay
- The procedure employees must follow when taking time off sick
- Documentation required for certification of absence
- Provisions in place on return to work
- Procedures for reviewing absence

The College offers the following contractual sick pay scheme:

- | | |
|--------------------------------|--------------------------------------|
| • 0-3 months' service | none – Statutory Sick Pay (SSP) only |
| • 3 months to 1 year's service | 2 weeks plus 2 weeks at half pay |
| • 1-3 years' service | 8 weeks plus 8 weeks at half pay |
| • 3-5 years' service | 12 weeks plus 12 weeks at half pay |
| • Over 5 years' service | 26 weeks plus 26 weeks at half pay |

Entitlement to contractual sick pay in the preceding 12 months is taken into account.

Where an employee is not entitled to contractual sick pay and qualifies for Statutory Sick Pay, a minimum statutory payment will come into effect after a continuous absence of four days.

Reporting Procedure

- Any absence from work must be reported on the first day by telephoning the Head of Department one hour before the normal start time or as soon as practicable. If the Head of Department is unavailable a message should be left with a contact number either on the voicemail of the Head of Department or with another senior member of the Department. Messages should not be left via the Porters Lodge.
- The notification must say how long the absence is likely to be.

Evidence of incapacity

- Completion of self-certification form for absences up to seven calendar days is required on return to work.
- If absence is longer than seven calendar days (including weekends and holidays) the employee is to obtain a medical certificate from his or her GP and send it to the College.
- Certificates should continue to be submitted to cover all absence.
- Employees should not return to work before the date indicated on the last medical certificate.

Absence from Work due to Sickness Policy

Sickness during booked leave entitlement

Where certified sickness coincides with booked leave entitlement the College will not normally count this as sick leave unless prior notice to cancel booked leave is given.

Return to work interviews

On return to work following a period of absence an interview will be carried out with the member of staff by the Head of Department, the interview is intended to:

- Establish the reason for and cause of absence.
- Update the member of staff on what has happened while they have been away.
- Establish that the employee is fit to return to work.

A Return to Work Interview form must be completed by the Head of Department /Supervisor and submitted to the HR Office with the relevant certification.

A more formal review will be triggered by periods of absence after a single period of 10 days or more or for separate periods which, in any period of 12 months, exceed 10 days. The interview will aim to:

- Identify the frequency and reason for the absence and ensure that the employee is aware that the absence record is giving cause for concern.
- Advise the employee to seek proper medical attention if there is any underlying medical problem.
- Inform the employee that the persistent short term absences are unacceptable.
- Give consideration to the employee's personal problems.
- Agree a reasonable period of time over which the employee's attendance can be assessed.

Procedures for Review of Long Term Absence

- Long term sickness may be defined as more than four weeks' continuous time off due to ill health
- Regular contact with the employee should be maintained to show interest and concern and enquire about prospects for a return to work.
- The College reserves the right to ask employees to complete a medical records consent form to request a medical report from the employee's GP.
- If permissions are in place, and in the event that it is unclear when the employee will be fit to return to work, normally the case should be referred to an occupational health or medical advisor and a report (made available to the employee if requested) provided to management indicating:
 1. The likely date of any return to work
 2. Any "reasonable adjustment" required to assist the employee with a disability.
 3. Whether the employee is likely to be able to fulfil his or her current job requirements in the future.
 4. Whether re-deployment should be considered.

Absence from Work due to Sickness Policy

When the report has been received consultation will take place with the employee before any decisions are made regarding the individual's employment within the College. Employees are entitled to be accompanied at such meetings.

Termination of the contract of employment may result where there is no reasonable prospect of the employee returning to normal duties; and where suitable alternative employment is unavailable or inappropriate or unacceptable to the employee. The contract of employment may be terminated by reason of:

1. Ill health retirement
2. Dismissal by reason of medical incapacity
3. A mutually agreed termination process on the grounds of capability.

July 2019

TOIL and Overtime Policy

Time Off In Lieu (TOIL)

If a member of staff works more than their contracted hours in their working week (overtime), they are entitled to time off in lieu (TOIL). The decision to work additional hours needs to be agreed in advance with one's manager, and the subsequent decision to take time off in lieu also needs to be agreed in advance with one's manager. TOIL should not be built up, and should be taken as soon as possible after the overtime has been worked. One hour of overtime earns one hour of TOIL, irrespective of the time or day when the overtime is worked.

Paid Overtime

Paid overtime is not available to managers or administrative staff.

In the following departments only, there is an option for paid overtime as an alternative to TOIL: Housekeeping, Catering, Maintenance, Gardens. As with TOIL, the decision to work additional hours needs to be agreed in advance with one's manager. Overtime is calculated as follows:

- Hours worked up to a total of 37.5 hours within the first five days of your working week are paid at single time (ie 1 x your hourly rate).
- Hours worked above a total of 37.5 hours within the first five days of your working week are paid at time-and-a-half (ie 1.5 x your hourly rate).
- Hours worked on a sixth or seventh day in your working week are paid at time-and-a-half (ie 1.5 x your hourly rate).

Smoking Policy

Introduction

Wolfson College aims to provide an environment which is safe, which minimises any risks to health and which makes adequate arrangements for the welfare of our employees, residents, students and visitors whilst they are at Wolfson College.

Those who smoke endanger not only themselves but also others who do not smoke, through passive smoking. Passive smoking - breathing in other people's tobacco smoke - has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people's tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Wolfson College has adopted the following policy concerning smoking within the College and its grounds. This policy sets out how we intend to manage smoking within our environment.

Scope of this policy

This policy applies to all employees, residents, Fellows, students and visitors regardless of seniority, and whether or not their environment is shared with others.

Aims of this policy

This policy seeks to guarantee to non-smokers the right to air that is free of tobacco smoke, while also taking account of the needs of those who do smoke.

Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

Definitions

Section 1 of the Health Act 2006 defines smoking as "smoking tobacco or anything which contains tobacco, or smoking any other substance" and states that "smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked".

"Enclosed" means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.

Smoking Policy

Areas where smoking is prohibited

Smoking is prohibited in any enclosed area on our premises. This includes the Porters' Lodge and entrances, corridors, stairs and lifts, meeting rooms, rest rooms and toilets, as well as outside areas that are not designated as smoking areas.

Areas where smoking is allowed

Designated external smoking areas are provided as follows:

1. The smoking shelter at the back of R/S blocks
2. The graveled area at the rear of Fuchs House (where the benches are located, not against the wall of the house)
3. The graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building (this 'smoking area' is not to be used by employees and workers)

In many organisations and businesses, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Employees and workers are therefore not permitted to smoke in the following areas: in front of the main entrance, around the back gate on Selwyn Gardens or at the designated smoking area located on the graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building.

Those who need to smoke may do so within the designated areas. Employees are only permitted to smoke during any recognised rest period or lunch break. Employees who smoke will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Smoking areas will be kept clean and those using these areas are expected to keep them tidy and to dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials. There are two litter/ash bins located at the entrances to College on the main driveway and just inside Selwyn Gardens gate and one located between the rear of the Gym and W Block. These bins are for smokers to stub out their cigarettes on their way into College. The locations of these particular bins are not to be considered as designated smoking areas. There are litter/ash bins located at the three 'Areas where smoking is allowed', as detailed above. Cigarettes, cigars and pipes must be extinguished using the receptacles provided and smokers should ensure that there is no risk of fire. These areas will be monitored to ensure an acceptable standard of cleanliness and adherence to safety.

Visitors, contractors and temporary staff

Visitors, customers, suppliers, contractors and temporary staff are expected to comply with this policy. Employees and Students meeting visitors from outside the College, or responsible for temporary staff or contractors, are required politely to explain our policy and to ensure such people comply with it.

Assistance to those who smoke

We recognise that passive smoking adversely affects the health of everyone. Whilst smoking is a personal choice we are concerned where people smoke and the effect that smoking in these locations has on non-smokers.

Smoking Policy

However, it is recognised that this policy will impact on smokers' lives and that some smokers may wish to reduce or give up smoking, but may have difficulty in doing so. Some details of where to obtain advice and guidance on giving up smoking are listed below:

Quit line: 0800 002 200

NHS smoking helpline: 0800 169 0 169 and from their website: <https://www.nhs.uk/smokefree>

Electronic cigarettes

Electronic cigarettes ('e-cigarettes') are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. However, the use of these would not be classed as "smoking" according to the legal definition of this.

Whilst e-cigarettes may help some smokers to give up, guidance from the British Medical Association states that there is a lack of evidence about the health risks that they pose to the individual using them and those in close proximity. Additionally, we are concerned that electronic cigarettes may create the impression that smoking is accepted within the workplace, and we also have concerns that it is difficult to differentiate visually between e-cigarettes and normal cigarettes at a distance.

The use of electronic cigarettes is also banned within our premises. To allow those who choose to use e-cigarettes in an area free from those smoking 'regular' cigarettes, we have designated an area adjacent to the Lee Hall as a 'vaping' area. This 'vaping' area is not to be used by those smoking 'regular' cigarettes.

Enforcement of this policy

Smoking in an area other than those designated as a smoking area will be regarded as general misconduct and will be dealt with in accordance with the College's disciplinary procedures.

Implementation, monitoring and review of this policy

The Health & Safety Committee has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes via the Staff Communication & Consultation Committee, and adequate notice given of these.

April 2015

**HEALTH & SAFETY POLICY,
ORGANISATION &
ARRANGEMENTS**



WOLFSON COLLEGE CAMBRIDGE

1. HEALTH & SAFETY POLICY STATEMENT

- (a) In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and all other relevant legislation, it is Wolfson College's policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.
- (b) The Council of the College bears the legal responsibility for all matters of health, safety and welfare within Wolfson College and ensures that statutory requirements are met and appropriate standards applied through specialist College officers. The executive authority for the development and implementation of the health and safety policy is delegated to the Bursar. It is a core management function and must be integrated into all other management policies and practices, including planning.
- (c) The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee and student safety representatives. This function will be carried out by the Health and Safety Committee, which will comprise the following members (or their designated representative): a Fellow in the Chair, Domestic Bursar as Health & Safety Officer for the College, Nurse, Clerk of Works, Head Porter, Head Chef, Food Services Manager, Accommodation Manager, Housekeeper, Head Gardener and any elected employee safety representatives and student safety representatives. As well as monitoring policy implementation, this committee will be responsible for consulting on all matters affecting the health and safety of staff, students and visitors.
- (d) The management of health and safety is an integral part of good management at all levels of College organisation. This includes the provision of:
 - (i) Safe and healthy working conditions;
 - (ii) Arrangements for the operation, design and maintenance of safe systems of work;
 - (iii) Properly-maintained and guarded machinery;
 - (iv) Information, instruction, training, and supervision appropriate to College activities;
 - (v) Arrangements for consultation with staff and their representation on relevant Committees dealing with health and safety matters.

- (e) Heads of Department and other managers are responsible to the Domestic Bursar for the proper implementation of health and safety policies and procedures in their respective areas and compliance with College and statutory requirements and for achieving standards above the legal minimum acceptable level for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.
- (f) By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.
- (g) All College employees have a personal responsibility to take care of their own health and safety, and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any Instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.
- (h) All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate.
- (i) All students taking part in College-controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College policies and rules, and instructions from staff. Hazards or dangerous situations must be reported to the Porters' Lodge immediately, where the duty Porter's supervisor will be informed and act accordingly.
- (j) Visitors (including contractors) are required to comply with legislation, and with College policy and rules, and should report any problems to the Porters' Lodge. The duty porter will immediately inform their supervisor who must act accordingly.
- (k) This policy statement is issued to all staff and will be subject to periodic review in the light of experience and developments in national health and safety legislation.

Signed: _____

J. H. Cheffins

Date: _____

8th July 2022

Joanna Cheffins
Bursar

2. ORGANISATION OF HEALTH & SAFETY

(a) Organisation

Wolfson College Council has the overall responsibility for Health and Safety Management. The Council has appointed the Domestic Bursar as the College's Health and Safety Officer whose duties will be determined by the Council. The Health and Safety Officer will be the primary contact, or representative user, in any dealings with the University Health and Safety Division.

(b) Fire Safety

The Council has appointed the Domestic Bursar as the Fire Safety Officer whose duties will be determined by the Council.

(c) First Aid

Certain designated staff are trained first-aiders and maintain the first aid boxes. They undergo regular skills updates in line with recognised occupational first aid practice. Contact notices, about how to obtain first aid, are displayed around the College.

(d) Health & Safety Committee

Health and Safety is a standing item on the agenda for College Council meetings. The Health and Safety Committee meets three times a year. The Health and Safety Officer is responsible for disseminating any health and safety related information as may be pertinent to the needs of the College.

(e) Individual Responsibility

All individuals have a personal responsibility for their own safety and the safety of others. Individuals must not endanger themselves or others by their acts or omissions. Equipment supplied for any health and safety purposes must not be tampered with or misused in any way.

(f) Safety Induction and Training

All new staff will have a health and safety induction within the first week following their arrival and will complete all statutory training identified in the departmental Risk Assessments before working in an environment where statutory training is required. Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.

Signed: _____

J. H. Cheffins

Date: _____

8th July 2022

**Joanna Cheffins
Bursar**

3. HEALTH & SAFETY ARRANGEMENTS

(a) **Fire safety**

All buildings have automatic fire alarm systems, and appropriate fire extinguishers installed. The extinguishers are regularly maintained under contract.

While the Health and Safety Officer is the designated Fire Safety Officer, it is the responsibility of **every individual** to:

- Evacuate their room promptly
- Alert others
- Sound the alarm if necessary
- Proceed in an orderly manner to the designated assembly point
- Not return to the building until advised that it is safe to do so

(b) **First Aid**

There are several designated first-aiders in the College. A list of the designated first-aiders is available on the staff noticeboard and in each department. First aid boxes are located at the Porters' Lodge, Nurse's Office, College Office, Maintenance Workshop, Housekeeping Office, Catering Department and the Assistant Clerk of Works' Office. If any person uses first aid items, please inform a first aider.

(c) **College Nurse**

The appointed College Nurse is Sally Maccallum. The Nurse's office is on the ground floor of Morrison House.

(d) **Accidents and Near-misses**

All accidents and near-misses must be reported to the Health and Safety Officer via the Accident/Near Miss form held at the Porters' Lodge. Heads of Department must identify and address the causes of any accidents or near misses, if requested to do so by the Health & Safety Officer.

(e) **Ill Health**

Please refer to the separate Absence Policy.

(f) **Safety Inspections**

Safety inspections will be undertaken on a regular basis determined by the Health and Safety Committee. In-service testing is undertaken on all College-owned appliances to comply with current legislation. All student-owned portable electrical appliances should have a current Portable Appliance Test (PAT) certificate, which the student is required to provide

(g) **Risk Assessment**

Risk assessment is a legal requirement and as such all significant risk must be assessed by the person most familiar with that task, namely each Head of Department/Manager. Whoever creates the risk must manage it. Therefore, the Safety Officer cannot carry out risk assessments, although they may be able to help with the process. Standard assessment forms are available from the Health and Safety Officer.

Free Staff Lunch

All staff are eligible for a free lunch on each day they work.

Who gets this benefit and when?

- This benefit applies only to the individual employee and is not transferable; you should not use the balance to pay for food for any other person.
- This benefit applies to lunch only, and cannot be used at breakfast or dinner (staff only).
- Free lunch is available only on days worked.
- Lunch is available 12.15-2.00pm. (Mon-Fri) in the cafeteria, 9.30am-2.00pm (Mon-Fri) in the coffee shop, or 10.30-2.00pm (Sat-Sun) in the cafeteria.

Restrictions

- There is a financial limit of £9.60 per person, per lunch based on the full price of each item (i.e. not the subsidised price).
- No credit is given for lunches not taken.
- Hot drinks from the coffee shop are excluded from the free lunch offer, and should be paid for separately.
- Taking more than one of the same item is not permitted i.e. two yoghurts, bottled drinks, cereal bars, puddings, sandwiches, main courses, etc. The only exception to this is whole pieces of fruit, where a maximum of two items is permitted.
- Sandwiches and baguettes can be taken only as a 'main course', not in addition to a main course dish.
- This benefit applies only when the kitchens are open, and no monetary equivalent is payable when the kitchens are closed.
- Lunch can be purchased from the cafeteria or coffee shop.

Other

- Credit of £9.60 will be automatically added to your University card each day and will cover various two course lunch combinations (Your Upay account will display the non-VAT amount of £8, this is correct and doesn't impact on your allowance)
- Any unspent credit from one day will not be carried forward to the next/another day.
- This benefit is restricted to £9.60 per day. So, if your purchase costs more than £9.60, you will have to pay the balance yourself, using either your Upay account or your personal credit/debit card. Please ensure you have credit on your personal card for such an occasion.
- Please remember, you must present your card at the till to obtain your free lunch.
- This is not currently considered by HMRC as a taxable benefit.
- This benefit is non-contractual and is provided at the College's discretion.

Data Protection Statement for Staff

How we use your personal information

This statement explains how Wolfson College (“we” and “our”) handles and uses information we collect about our staff (“you” and “your”). For these purposes, “staff” is intended to include employees, workers and casual workers and contractors (e.g. undergraduate supervisors, ad-hoc or temporary maintenance, kitchen or catering staff etc.) In broad terms, we use your data to manage your employment with the College, including your role and the performance of it, how we support you as an employer, and how you are paid, as well as other statutory requirements.

The controller for your personal data is Wolfson College, Cambridge CB3 9BB. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar.*

bursar@wolfson.cam.ac.uk

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the employment contract we hold with you, or for statutory purposes (e.g. processing your monthly salary, tax and pension contributions).

How your data is used by the College

Your data is used by us for a number of purposes, including:

A. supporting your employment and your performance in your role:

Personal data includes:

- i) *personal details, including name, contact details (phone, email, postal, both work and personal) and photograph;*
- ii) your current and any previous role descriptions;*
- iii) your current and any previous contracts of employment and related correspondence;*
- iv) any occupational health assessments and medical information you have provided, and related work requirements;*
- v) *your training and development qualifications, requests and requirements.*

B. ensuring that you have the right to work for the College:

Personal data includes:

- i) *your recruitment information (including your original application form and associated information submitted at that time);*
- ii) other data relating to your recruitment (including your offer of employment and related correspondence, references we took up on your appointment, and any pre-employment assessment of you);*
- iii) *evidence of your right to work in the UK (e.g. copies of your passport).*

C. paying and rewarding you for your work:

Personal data includes:

i) *your bank details;

ii) *details of your preferred pension scheme;

iii) your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes

iv) correspondence between you and the College, and between members and staff of the College, relating to your pay, pension, benefits and other remuneration.

D. administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance:

Personal data includes:

i) * records of your induction programme and its completion;

ii) * records of your annual reviews with your line manager;

iii) records, where they exist, of any investigation or review into your conduct or performance;

iv) records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)

v) correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment and any related issues (including but not limited to changes to duties, responsibilities and benefits, your retirement, resignation or exit from the College and personal and professional references provided by the College to you or a third party at your request).

E. maintaining an emergency contact point for you:

*Personal data includes details of your preferred emergency contact, including their name, relationship to you and their contact details.**

F. monitoring equality and diversity within the College:

*Personal data includes information relating to your age, nationality, marital status, gender, religion or beliefs, sexual orientation and ethnicity.**

G. disclosing personal information about you to external organisations, as permitted or required by law.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

Data marked with an * relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

We operate CCTV on our site, which will capture footage.

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Who we share your data with

We would normally publish (on our website and elsewhere) your name, your email, your College contact phone number, and in some cases basic biographical information relating to your post and (if you have provided one) your photograph.



We share your personal information where necessary and appropriate across the collegiate University. The University and its partners (including all of the Colleges) have a data sharing protocol to govern the sharing of personal information of the College's staff. This is necessary because they are distinct legal entities. The parties may share any of the above categories of personal information, and the agreement can be viewed in full [here](#).
www.ois.cam.ac.uk/policies-and-protocols/data-sharing-protocols

We share relevant personal data with relevant government agencies (e.g. HMRC) and your pension provider (including any insurer for death-in-service benefit). Information is not shared with other third parties without your written consent, other than your name, role and employment contact details which are made publically available. Generally, personal data are not shared outside of the European Economic Area.

We share relevant personal data with your pension scheme, insurance schemes or health care schemes providing employee benefits and with relevant government agencies (e.g. HMRC). Information is not shared with other third parties without your written consent. Generally, personal data is not shared outside of the European Economic Area.

We hold all information for the duration of your employment and for no more than twelve months after the end of your employment. After that time, we retain a small subset of personal data for up to seven years after your relationship with the College ends:

- I* personal details, including name and your preferred personal contact details (if we still have these);
 - II your previous salaries and other earnings, pensions and the amounts you have paid in statutory taxes;
 - III records of your performance appraisals with your line manager;
 - III records, where they exist, of any investigation or review into your conduct or performance;
 - IV your reasons for leaving and any related correspondence;
- Many references we have written subsequent to your employment with us.

Those marked with an * relate to information provided by you, or created in discussion and agreement with you.

We reserve the right to retain the personal data longer than the periods stated above, where it becomes apparent that there is a need to do so – for example, in the event of a major health or personal injury incident, records may need to be kept for up to forty years.

We then store in a permanent archive:

- i) your full name and title;
- ii) your job title(s) and the corresponding dates of employment;

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Failure to provide the information reasonably requested of you may result in disciplinary action taken by the College, which could ultimately lead to your dismissal from employment.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>



Expenses Policy

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1. Introduction

Purpose

This document is to explain the College policies and procedures in respect of reclaiming expenditure incurred by employees in the course of College business and to ensure compliance with HM Revenue & Customs (HMRC) legislation.

These policies and procedures are intended to provide a set of best practice guidelines to be followed to ensure that all employees are treated fairly.

The underlying intention of the policy is to reimburse employees for expenses incurred wholly and necessarily in the course of College business, ensuring that employees neither gain nor lose financially and to ensure compliance with HMRC legislation.

1.1 Tax Implications of Benefits and Expenses Payments

Any payment made to an employee that is not processed through the payroll may be regarded by HMRC as a taxable payment on which the employee has to pay tax.

At the end of each tax year (5 April) the College is required to submit a P11D form to HMRC. This form is intended to identify any tax liabilities that have not been accounted for through the normal PAYE payments. It is very important that the P11D returns include all benefits that have been received by employees. From time to time, HMRC conducts audits of employers (including the College) and one of the main areas checked is that of benefits and P11D declarations. This is because errors frequently arise in this area. Where an error is identified, interest and penalties are charged which potentially can be very high. It is therefore essential that all employees keep to the policies and procedures laid out in this document.

2. General Procedures for Claiming Expenses

All business expenditure incurred by an employee should be claimed for reimbursement using an Expenses Claim form which is available as an Appendix to this document and from the Finance Department.

The Expenses Claim form must give full details of the business expenditure and all supporting evidence of the expenses, e.g. receipts or bills must be attached. Claims should be made regularly and within one month of incurring the expenditure.

All Expenses Claim forms must be signed by the claimant and authorised by their Head of Department or the Bursar. No one shall authorise reimbursement of his or her own expenses.

Expenses Claims are paid directly into the bank account detailed on the form.

3. Travel by College Employees

3.1 Travel Policy

Employees should always choose the most cost-effective method of transport for business journeys ensuring safety and reasonable comfort.

Reimbursement will be made for the actual travel costs and associated expenses incurred wholly and necessarily in the performance of duties.

3.2 Definition of a Business Journey

To determine which journeys may be regarded as business journeys, the following rules apply: A business journey is one undertaken by an employee:



- To carry out his or her duties for the College; or
- To attend training courses or conferences necessary for the performance of those duties.

No reimbursement is made for travel and subsistence for private journeys (including ordinary commuting to or from work).

3.3 Private Vehicle Travel

Generally, private vehicles should only be used where it is impractical to use other methods of transport or where the use of a car is more cost-effective.

3.3.1 Vehicle Insurance

Where an employee uses their own vehicle for travel on College business their insurance policy must allow for 'business use'.

This is because if employees travelling on College business were involved in an accident, the College could potentially be held partly liable.

Without the appropriate insurance cover, employees are not allowed to use their vehicle on College business or to reclaim mileage for business trips. The mileage rate paid already includes an element towards insurance costs.

3.3.2 Mileage Allowances

The College will pay a mileage allowance where an employee uses their vehicle for business travel, they are adequately insured and it is the most cost-effective means of travel taking time and other considerations into account.

Adequate mileage records should be maintained to support any business mileage claims. Current allowances are:

Travel by car (irrespective of size) 45p a mile up to 10,000 miles in the year, 25p a mile thereafter; Travel by Motorcycle 24p a mile.

3.4 Hire Vehicles

Occasionally it may be more cost effective, if there is no suitable public transport available for employees, to hire a vehicle rather than claim mileage. In comparing relative costs, account needs to be taken of additional charges such as delivery, collision damage waiver and petrol. Insurance must be taken out with the hire company to ensure adequate cover.

Claims for all hire costs, including insurance and reasonable delivery/collection costs, should be made on an expenses claim form with all receipts attached. Reimbursement of petrol costs will only be made for the business use of the hire car on production of receipts.

3.5 Car Parking

Where it has been agreed that the use of a car is acceptable whilst travelling on College business away from the employee's normal place of work, all expenses for car parking costs incurred will be reimbursed. Any claims for excess parking charges, fines, wheel clamp unlocking etc. will not be met by the College under any circumstances. Claims should be supported by receipts and included on the expenses claim form. Where a parking meter was used and no receipt is available a note to that effect should be included with the claim.

3.6 Cycles

The College does not pay any cycle mileage allowance.

3.7 Taxis

The use of taxis should only be contemplated for business travel where:

- There is no suitable public transport alternative for short journeys; or



- There are a number of employees travelling together and the use of a taxi is cheaper than public transport.

If an employee is asked to work late and they normally travel by public transport to work, the College may reimburse the employee for the cost of a taxi fare home where:

- The employee is occasionally required to work late (that is until at least 9pm) but those occasions are neither frequent or regular;
- By the time the employee can go home either public transport between the workplace and the employee's home has ceased or it would not be reasonable for the employee to be expected to use it.

The taxi firms used should be ones with which the College holds an account, wherever possible, so that the College is invoiced direct for all business travel.

For business journeys that are not charged directly to an account, a receipt should be obtained and reimbursement can be made using an expenses claim form.

3.8 Rail, Air and Sea Travel

In all instances it is expected that the most cost effective option of travel is purchased. All receipts should be included with the expenses claim form.

3.9 Passports

Employees are responsible for ensuring that they have valid passports for overseas business travel. It is generally expected that employees have passports for their own personal use, in which case the cost of the passport will not be refunded. The College is not responsible for the cost of replacing lost or stolen passports.

3.10 Travel Insurance

The College has a duty of care towards its employees and will therefore take out a Business Travel Insurance Policy to covers all staff travelling abroad on College business.

All staff should check the policy before travelling and take all details with them when travelling. [3.11](#)

Miscellaneous Business Expenditure whilst Travelling

Employees making a business trip may be required to spend money on business activities such as telephone calls, small equipment, books etc. Claims should be made on the expenses claim form along with receipts.

4. Subsistence & Accommodation whilst on Business Journeys

When employees travel on business they are entitled to recompense for the meals that they purchase. This is known as subsistence and all claims must be supported by receipts.

It must be remembered that the College is a charity and seeks value for money in all its activities. The College will not fund subsistence which might be regarded as lavish or an inappropriate use of charitable funds.

Hotel accommodation should be booked prior to travel and invoiced directly to the College wherever possible.

The employee is responsible for settling the cost of any additional items such as newspapers, laundry, minibar, movies etc. prior to departure from the hotel.

5. Expenses for Non-Employees

5.1 Travel for Spouses and Family Members

Travel costs relating to spouses and any other family members are not normally met by the College. If a spouse or family member accompanies a member of staff for personal reasons, the College must not be charged more than if the member of staff travelled alone.

Exceptions will only occur where the spouse's presence is in furtherance of College business and any such claim must have prior agreement and be authorised by the Bursar.



Examples of when their presence is in the furtherance of College business are:

- The spouse has some special skill or qualification associated with the employee's job on the trip, although not necessarily full time, e.g. where the spouse is a linguist and acts as an interpreter at business meetings;
- The presence of the spouse is essential to organise a series of business entertaining occasions that the employee is required to host as part of their duties. It is not enough that they attend functions at which other guests are accompanied by their spouses;
- The employee's health is so poor that it would be unreasonable for them to travel alone. [5.2](#)

Visitors Involved with Educational Activities

Sometimes visitors to the College are involved with a range of activities, e.g. teaching, lecturing, coaching etc. Some visitors are paid for their involvement whilst others are only reimbursed for their travel expenses. [5.2.1](#)

Travel Expenses for Visitors who receive a Fee for Services

Where a visitor is paid for delivering a service, this is generally treated as being an employment relationship and the payment is potentially liable to tax.

Any travel costs may be reimbursed gross (i.e. the actual cost plus any tax liability) in these circumstances. The payment of these travelling costs represents travel from home to work and therefore must be paid through the payroll. Any tax and National Insurance will be deducted through the payroll.

Visitors should be advised prior to their visit of this and agreement must be made as to whether travelling expenses will be reimbursed at cost or will be grossed up to take into account any tax liability.

There are certain exceptions to the rules about "deemed employment" where people are being retained to undertake very short-term academic tasks (e.g. the annual Lee Seng Tee Distinguished Lecture). In these circumstances (they must be lecturing, teaching or conducting supervisions for not more than 5 sessions per term and not exceeding 14 sessions in a year), the individual will be considered to be self-employed.

5.2.2 Travel Expenses for Visitors who do not receive a Fee

This includes volunteer speakers at seminars or dinners and lecturers. They may be reimbursed their travel expenses although there is no employment relationship with the College. The reimbursement must be equal to or less than the actual travel costs incurred.

If instead of paying the visitor out of pocket travel expenses it is decided to buy a gift as a show of gratitude then, as long as the item was not expected and is of modest value (e.g. less than £50), this is considered a business gift. The Head of Department engaging the visitor must sign off a completed expenses claim form.

6. Entertaining

1.1 Business Entertainment

'Business entertainment' is the provision of hospitality by employees of the College to non-employees in the furtherance of the College's business. This area of entertainment can present difficult issues both in respect of ethical issues and taxation and the following is intended to give procedures and guidelines which will help to decide whether the costs are allowable.

The overall policy is as follows:

- Entertaining expenditure should wherever possible and appropriate be carried out in the College's own facilities;
- The expenditure must be appropriate for the use of the College's money. A schedule must be included with the claim that gives details of those entertained, their institutions and the purpose of the entertainment;
- There must not be more employees than non-employees;



- Expense claims for entertaining, which must be supported by receipts, must be authorised by the Head of Department or the Bursar;
- Authorisation and submission of any claim for payment of entertaining is a declaration that the cost was incurred wholly, necessarily and exclusively for College business purposes.

Further factors which must also be considered:

- The cost must be reasonable;
- The primary purpose of the entertainment must be to entertain non-employees (including students), i.e. the simple presence of non-employees is not enough to justify a claim, their presence must be the main purpose of the event;
- There must be a clear benefit to the College from providing the entertainment;
- The entertainment should not include anything other than the provision of food, a modest amount of alcohol and any incidental costs such as taxi to the restaurant (i.e. theatre trips or 'corporate events' such as golf or invitations to sporting events are not permitted);

The definition of business entertainment will include meals with:

- External parties where the purpose of the meal is to recognise their contribution to the College (e.g. a meal given to thank examiners or an external speaker);
- Potential sponsors or donors;
- Representatives of other institutions or bodies who are engaged in or contemplating collaborative work with the College;
- Individuals where the purpose is to improve public relations;
- Current sponsors or donors in the course of reporting progress;
- Official visits;
- Prospective students (or employees).

Business entertainment will not include meals where:

- There are no non-employees present (such as a meeting of Heads of Departments or a meal held for a team as a 'thank you' event, but see staff entertainment below);
- The entertainment of non-employees is not the main event (e.g. a department decides to have a meal together and invite along a visiting Fellow who happens to be in College at the time);
- There are non-employees present, but their presence does not further the College's business.

6.1 Staff Entertainment

There may be occasions when employees are provided with food whilst either at or close to their normal working place. Minimal expenditure such as for sandwiches provided at a working lunch which is integral to a meeting may be ignored (provided that details are kept showing the attendees and purpose of the meeting).

Entertainment events must be open to all staff and cost no more than £150 per head per annum. [6.3](#)

Fellows' Entertainment

The Senior Tutor may set allowances for Tutors and Directors of Studies for entertaining using College catering services. This is only for occasions directly in connection with their duties such as tutorial or supervision duties of students. The purpose of such entertaining and all attendees must be detailed in full. The College will not allow any entertaining of personal friends or colleagues where there is no business obligation to entertain them.

7. Other Benefits

7.1 Subsidised and Free Meals



All Fellows are entitled to two Formal Halls each week and a daily, Monday to Friday, allowance for cafeteria meals in College. Note that one of the free Formal Hall places can be used for a professional guest if required and professional guests can also be brought in to the cafeteria once a month for free.

All staff are entitled to a daily allowance for cafeteria meals in College.

Any cafeteria meals purchased which exceed this allowance are charged to the individual for payment at the time of purchase.

7.2 Mobile / Office Telephones

The College pays suppliers direct for all business mobile and office telephone contracts. It would not normally expect to reimburse any employee for the use of their personal phone.

Employees are strictly prohibited from using their business mobile phone for personal use. [7.3](#)

Protective Clothing and Uniforms

Protective clothing necessary for work is provided by the College under Health & Safety regulations.

Uniforms are also provided to certain departments.

All purchases of protective clothing and uniforms must be through College suppliers and invoiced directly to the College. All items of clothing must have an appropriate un-detachable College logo.

7.4 Training and Development

Employees may need to attend courses and conferences in order to perform their duties effectively. Training should lead to the acquisition of knowledge and skills that are necessary for the duties of employment or directly related to increasing the effectiveness in the employee's present or prospective duties.

7.5 Subscriptions

The College may meet the cost of subscriptions to professional bodies and learned societies where it derives a clear benefit from the employee's membership of such a body.

7.6 Books and Publications

The College will make available to employees specialist books and publications which are necessarily used in the performance of the employee's duties and which are delivered and kept in the workplace.

7.7 Personal Purchases from College Suppliers

Some College suppliers have agreed to offer College employees a special discounted price for their products.

- employees must purchase the items directly from the supplier (i.e. not through the College), receive the goods and the subsequent invoice and make payment personally to the supplier.
- Any disputes over the product are the responsibility of the employee and not the College. [7.8](#)

Goodwill Gifts from Third Parties

With the exception of very low value items such as flowers and chocolates, employees must seek written permission from the Bursar before accepting gifts or hospitality from suppliers or their agents dealing with the College (for example, if rejection would cause offence). Under no circumstances must the receipt of gifts or hospitality influence the choice of supplier. If in doubt, gifts and hospitality should be refused or returned.

7.9 Trivial Benefits

Tea & coffee provided to all staff should only be purchased through the Catering Department. This, along with any small gifts in recognition of a particular event (e.g. flowers for the birth of a child or illness) up to a limit of £50, are regarded as trivial benefits and as such do not need to be reported to HMRC.



7.10 Healthcare Cash Plan and Eye Tests

The College currently provides a Healthcare Cash Plan to all permanent staff. This benefit can help cover healthcare costs such as dental and optical bills, physiotherapy and consultancy charges. It is possible to add children under the age of 18 to a policy at no extra cost. Options to upgrade personal and family cover are also available at the employee's own cost. Taxpayers will be subject to a small tax liability that will be charged through the payroll each month.

Any employee who is a regular user of a VDU, who has chosen to opt out of the Healthcare Cash Plan, is entitled to be reimbursed for the cost of one eyesight test per year.

**EXPENSES CLAIM FORM****WOLFSON COLLEGE CAMBRIDGE**

All amounts claimed must be for expenses incurred solely in the course of the College's business. Receipts or other documentary evidence of expenditure must be provided with your claim for taxation purposes.

Please include a log sheet if claiming for mileage. Current mileage allowance payments are 45p per mile for the first 10,000 miles in the year and 25p per mile thereafter.

Please return the signed claim form to the College Office.

Date	Receipt Number	Details	Amount £
Total Claimed			

Please pay to my bank, as follows:

Bank Name	Sort Code
Account Name	Account No

Name (Print)	
Signature of claimant	Date
Head of Department / Bursar	Date



Flexible Working Policy and Procedure

1 Purpose

- a. This policy sets out the College's approach to flexible working arrangements which is in accordance with the ACAS code of practice and guidance on handling requests to work flexibly in a reasonable manner.
- b. The College recognises that flexible working can provide benefits to both the employee and the College and aims to support staff where possible/practical to manage the balance between work and home life.

2 Scope

- a. Under the provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to request a change to their contractual terms and conditions of employment to work flexibly, subject to the eligibility conditions set out below.
- b. Requests for flexible working may be for any reason and are not restricted to employees with family care commitments.
- c. Requests for reasonable adjustments to working hours associated with ill health or disability may be dealt with under the Sickness Absence policy in appropriate cases.

3 Eligibility

- a. In order to make a request under this policy, a member of staff must:
- b. be employed by the College and therefore this policy does not include individuals who are agency workers;
- c. have worked at the College continuously for 26 weeks at the date the application is made; and
- d. not normally have made another statutory request under this policy in the preceding 12 month period.

4 Principles

- a. An employee does not have a right to work flexibly but has a right to request to do so.
- b. The College will try to accommodate requests where possible and may also, if appropriate, explore alternative flexible arrangements with the employee in order to reach a mutually beneficial arrangement.
- c. All requests will be considered as quickly as possible. This will normally be within a calendar month of the Line Manager receiving the request. The whole process including any possible appeal against the decision must be conducted within a maximum period of 3 calendar months. This timescale may be extended if necessary with the agreement of both parties, for example to allow for a trial period if there are some concerns as to whether any new arrangements will work.

The term 'flexible working' describes any working arrangements where the number of hours worked or the time or place that work is undertaken vary from the standard practice. This includes, but is not limited to, the following.

- a change to the number of hours of work
- a change to the times when an employee is required to work
- to work from home
- a reduction in the working week
- a shorter working year
- a job-share arrangement
- work patterns such as annualised hours, compressed hours, flexitime, shift working, staggered hours and term-time working.

5 The Decision

Decisions will be based on whether or not a request can be granted on business grounds. The College's ability to provide an effective service will be paramount.

Not all working patterns or flexible working options will be suitable for all departments. It may also be difficult to accommodate flexible working requests from a number of employees in the same area.



Once a decision has been reached and has received approval to proceed, the HR Manager will inform the employee of the outcome which may be to:

agree to a new work pattern and a start date, or

confirm a compromise agreed with the employee, or

provide a clear business reason as to why the application cannot be accepted. This reason must be one of those listed below (see 6.2).

Decisions will be confirmed in writing.

6 Grounds for Refusing a Request

The College will carefully consider the advantages, possible costs and potential logistical implications of any request.

An application may only be rejected for one of the following business reasons:

- (i) The burden of any additional costs is unacceptable.
- (ii) An inability to reorganise work among existing staff.
- (iii) An inability to recruit additional staff.
- (iv) The College considers the change will have a detrimental impact on standards.
- (v) The College considers the change will have a detrimental impact on performance of the individual, the department, or the College.
- (vi) There is insufficient work during the periods that the employee proposes to work.
- (vii) Where the requested changes will not fit in with planned structural changes.
- (viii)
- (ix)

7 Terms and Conditions

Where a flexible working request which results in a reduction in working hours is approved, the employee's salary and benefits will be pro-rated to reflect the new working hours. In the case of a shorter working year, the pro-rated salary will be paid over a 12 month period and annual leave will be recalculated on a pro-rated basis.

A successful application will result in a permanent change to the employee's terms and conditions of employment. However, there may be occasions where it may be appropriate to agree a temporary change, such as an agreed trial period.

The College's ability to offer and continue a job-share arrangement depends on finding a suitable job-share partner through the normal recruitment processes. If one partner in a job-share arrangement leaves, the College will offer the post as a full-time post to the remaining job-sharer, or seek to recruit a replacement. If this is not possible, and the requirement is for a full-time post, the College will make all reasonable efforts to redeploy the remaining job-share partner.

8 How to Apply

Applications should be made in writing to your Line Manager using the Flexible Working Application Form (attached).

On receipt of the written application, the request will be acknowledged in writing and a meeting will be arranged with your Manager and the HR Manager. This will provide an opportunity to explore the desired work pattern in depth, and to discuss how this might be accommodated. It will also provide an opportunity to consider other alternative working patterns should there be problems in accommodating the desired work pattern outlined in the employee's application. The employee may, if they wish, be accompanied by either a trade union representative or a work colleague. (There is no statutory right to be accompanied)

Should the employee be unable to attend the meeting, a further meeting will be arranged. However, if they fail to attend again without good reason then the application will be considered to be withdrawn and the employee will be informed of this decision.

9 Appeals Procedure

The employee may appeal the decision within 10 working days of the decision being notified to them. The grounds for the appeal should be put in writing to the Bursar or Domestic Bursar.

The Bursar or Domestic Bursar will review the application and may, as necessary, request further information and/or evidence, and may wish to meet with the employee and/or line manager. The employee may, if they wish, be accompanied as set out in clause 8.3 above.



The Bursar or Domestic Bursar will review whether the line manager/head of department was justified in refusing the request.

The Bursar or Domestic Bursar will notify the employee of the outcome of the appeal within 20 working days of being asked to review the application. Their decision will be final.



Agile Working Policy

1.0 Purpose and Scope

- 1.1** The College wishes to promote flexibility in work location for employees where this is appropriate for the role and will agree to agile working from home for up to a maximum of one day in any one working week, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.
- 1.2** In assessing whether an arrangement is suitable for both the College and the staff member, it is important to recognise that Wolfson College is a residential academic community, where the delivery of services requires personal interaction with students, colleagues and others. Some roles, due to their nature, can only be carried out on the College premises and those roles are excluded from this Policy.
- 1.3** Agile working describes a type of informal working arrangement which gives a degree of flexibility in terms of where employees work. Any informal agile working arrangements agreed within the framework of this Policy would not form a change to terms and conditions of employment. They are different to formal flexible working requests, which focus on employees' regular working patterns and are contractual (please refer to the Flexible Working Policy and Procedure in the Staff Handbook).
- 1.4** As every job is different and every employee is different, the College cannot guarantee that it will be able to support every employee's request to work in an agile manner. Where a request is agreed, support may be withdrawn temporarily at particularly busy times for the department.

2.0 Working Location/Environment

- 2.1** Where employees work, and the impact that different environments can have on an individual's productivity, morale and wellbeing, can vary from individual to individual. The College believes there are benefits to both working in the College environment (e.g. team working, sharing ideas, building working relationships, creating a positive wider collegiate community) as well as working away from the College (e.g. ability to focus by removing distractions, less time taken with commuting to enable more time to be spent with family and friends).
- 2.2** Decisions about working away from the College should take into account the requirements and best interest of the team and other employees, particularly where there is a likelihood of employees working together.
- 2.3** When working away from the College it is important the environment is appropriate. Consideration should be given to not being disturbed or having concurrent caring responsibilities, or being overheard, particularly if confidential information could be discussed. Working outside of the home (for example in cafés, libraries, on holiday or in any public or shared space) will not be considered to be appropriate.

3.0 Health and Safety

- 3.1** The College is obliged under health and safety legislation to ensure the health and safety of someone working away from the College in the same way as working on College premises. The College is therefore required to ensure that:
- all equipment and systems of work in the employee's home are safe;
 - all equipment and paperwork are handled and stored confidentially and safely;
 - an analysis of the employee's workstation is conducted by the employee;
 - information and training on safe use of equipment, including display screen equipment, is provided;



- risk assessments are carried out in respect of the work the employee is carrying out.

The employee must assist the College in meeting these requirements.

4.0 Contact and Wellbeing

4.1 Employees should maintain regular contact with their line manager so that the College can work towards early resolution of any issues or problems.

4.2 This applies to problems with College equipment and also in relation to the ongoing suitability of the home-working arrangement; pressures and stress occur equally to homeworkers as they do to those working at the College site and the College encourages the early reporting of these issues so that practical steps can be considered and implemented to the mutual agreement of both the homeworker and the line manager.

5.0 Equipment and Materials

5.1 It is the College's policy to ensure that every employee has one office working environment that is fit for the role they undertake, and this will be supplied by the College. It is the responsibility of the employee to provide appropriate equipment and materials to carry out their duties at home (e.g. chair, desk, etc.).

5.2 Issuing of College equipment such as a laptop or desktop computer is driven by business needs and not around personal desire for agile working. This includes the employee having a suitable broadband connection with which to access the College network.

5.3 All agile workers will be expected to be available by telephone/teams/Zoom during normal working hours. However, an employee's telephone number, address and personal email address may not be divulged to third parties without express permission.

6.0 Expenses e.g., Telephone and Broadband

6.1 The College will not reimburse any expenses incurred or benefits not available due to remote/home working. The Government does have an option to claim tax back and you can check your eligibility at <https://www.gov.uk/tax-relief-for-employees/working-at-home>

7.0 Visits to the Employee's Home

7.1 Under no circumstances must arrangements be made for College representatives to meet employees at their home. These meetings should occur at the College.

8.0 Security

8.1 Employees who work away from the College are responsible for keeping all documents and information associated with the College's business secure at all times in accordance with the College's Data Protection policy. Specifically, there is a duty on the employee to:

- ensure nobody but the employee accesses the College systems through the employee's home access;
- keep all documentation belonging to the College secure at all times;
- keep any hard copy documents in a locked environment to prevent unauthorised viewing or access. For this reason employees are strongly discouraged from taking hard copy documents home.



9.0 Insurance

- 9.1** If working from home informally, yet with some frequency, then it is the responsibility of the employee to check that their home and contents insurance policies provide adequate cover for working from home. Any additional costs are the responsibility of the employee.

10.0 Procedure

- 10.1** For those wishing to request agile working, a request in writing must be made and a mutual agreement must be reached between the employee and their line manager/HOD on the agile working arrangement and where appropriate approved by the Domestic Bursar or Bursar. When considering agile working, both parties must be mindful of the following principles:

- Working agilely off College premises should not create additional workload for any employee or their colleagues and should be without any detriment to the College's productivity or values.
- This is never a fixed or a guaranteed arrangement. It will be kept under review by the employee's line manager and can be revoked at any time.
- Employees have an agreed work pattern and are contracted to work a number of hours per week, as detailed in the contract of employment, and these should be adhered to. If no work pattern is detailed in the employee's contract of employment, the employee will be expected to observe normal office hours.
- The framework does not allow for time off in lieu (TOIL) or working through lunch breaks. All legally required breaks must be taken.

- 10.2** All employees who work away from the College have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the College from time to time. Conditions of working away from the College are that the employee:

- completes a 'Working from Home' checklist for risk and returns this to the HR Manager
- completes a Display Screen Equipment (DSE) checklist of their remote working environment and returns this to their line manager, and
- notifies colleagues that they are working from home, usually by means of updating any shared calendars.

This policy will operate on a trial basis and will be evaluated before the beginning of the Michaelmas Term 2022. It is not contractual but is intended as a statement of current College policy and its commitment to operate a fair procedure in relation to all its employees. The College therefore reserves the right to amend or withdraw this policy as necessary.

1 December 2021



Agile Home Working Request and Checklist

Please use this form to request permission to work from home. Use the checklist to identify any possible hazards in your home working area. Once completed, this checklist can be used in discussion with your line manager to confirm working arrangements and to help you complete an assessment of suitability and risk.

Employee:	
Department:	
Home workplace location:	
Home working hours requested:	

	√ or X	Comments:
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A. Working Environment

Is there adequate space in the area you are working to work safely?		
Is your working area free from trip hazards (eg trailing cables?)		
Are objects like equipment, bags, paper, files and books stored safely?		
Is there an adequate working temperature (minimum 16 degrees C)?		
Is there adequate lighting?		

B. Display Screen Equipment

Have you read the DSE Guidance on Working Safely with Display Screen Equipment - Section 6 Home Working – link below: https://www.hse.gov.uk/msd/dse/home-working.htm		
Have you completed the DSE checklist? Link below – please print off, complete and discuss with your line manager https://www.hse.gov.uk/pubns/ck1.pdf		

C. Electrical Safety

Do you carry out frequent visual checks on plugs, wiring and casings of electrical equipment?		
Are you familiar with the College's procedures for accident and incident reporting?		



D. Security

Are you able to keep all documentation belonging to the College secure at all times?		
If necessary are you able to keep any hard copy documents in a locked environment to prevent unauthorised viewing or access?		
Does your home and contents insurance policies provide adequate cover for working from home?		

E. Any other relevant information

Please provide any relevant information to support your request for agile home working, including the benefits this might bring and why you believe the role is suitable for home working.

For managers: If it is concluded that the role is suitable for agile home working, please give your reasons and outline the arrangements that you have agreed would work best for this role.

Employee signature:	Date:
Manager's signature:	Date:
Domestic Bursar/Bursar's signature:	Date:

Please return completed form to HR Manager after completion with your manager



Policy regarding Personal Relationships between Staff (academic and non-academic) and Students

1. A personal relationship of a sexual or other intimate nature between a member of staff and a student, with whom that member of staff also has a professional connection, gives rise to an actual or apparent conflict of interest. In particular, such a relationship creates, or may reasonably be perceived to create, a risk of favouritism or abuse of authority. It also undermines the relationship of trust and confidence that is integral to interactions between staff and students. Personal relationships may damage the teaching and learning environment for other students and staff, and they pose a risk to the College's reputation.

2. Members of staff are under a duty to act with integrity and not to place themselves in a position of actual or apparent conflict. A personal relationship in the circumstances described above should consequently be avoided.

3. In the event that:

3.1 a personal relationship arises between a member of staff and a student with whom that member of staff also has a professional connection; or

3.2 there is or has been a personal relationship between a member of staff and a student with whom that member of staff is due to have a professional connection;

the member of staff must disclose the relationship immediately to the appropriate College Officer. Academic staff (and those in analogous roles) should inform the Senior Tutor; non-academic staff should inform the Bursar. If a member of staff is unsure whether or not a relationship with a student should be disclosed under this policy, the member of staff should disclose it. The disclosure can be made orally or in writing (including by email). If it is provided orally, the Senior Tutor or Bursar will respond in writing to confirm the disclosure.

In the event that any member of staff is, or becomes, aware of a relationship that ought to be, but might not have been, disclosed under this policy, they are encouraged to draw the relationship to the attention of the Bursar or Senior Tutor as appropriate.

4. Following disclosure, the Senior Tutor or Bursar will ensure as appropriate that the student is aware of the disclosure, and they will assess the best means of protecting the interests of both parties, consulting in confidence as necessary for this purpose. Wherever practicable, the member of staff will be removed from any direct professional responsibility for and contact with the student and alternative arrangements put in place. A written note of the action adopted will be agreed between the College Officer and the member of staff and retained by both.

5. A personal relationship between a member of staff and a student is not in itself a disciplinary matter; but failure to inform the College promptly may be grounds for disciplinary action.

6. Reciprocal obligations apply to students not to enter into any personal relationship with a member of staff with whom they have a professional connection. Students finding themselves in such a relationship should consult a Tutor, Director of Studies or Supervisor, particularly if they are concerned that it may not have been disclosed by the staff member. The person to whom disclosure is made should inform the Senior Tutor. If students do not consider their involvement in such a relationship to be entirely consensual, they can take action under the College's policy on harassment <https://www.wolfson.cam.ac.uk/handbook/policies>.



7. For the purposes of this policy:

7.1 'member of staff' includes the following:

- Staff (ie anyone on the payroll)
- Fellows
- Directors of Studies
- Supervisors (both graduate and undergraduate)
- College Research Associates
- Senior Members
- Visiting Academics (Visiting Fellows and Visiting College Research Associates)
- Graduate students undertaking supervision or mentoring

7.2 'student' includes any person pursuing a course of study leading to the award of a degree, diploma, or certificate of the University; any person with the status of 'visiting student' in the College; and any person with associate student membership (or equivalent) of the College;

7.3 'professional connection' means any arrangement where a person in their capacity as a member of staff has any academic, pastoral or administrative or similar responsibility for a student, including teaching, assessment, selection, academic guidance and mentoring, tutoring, providing references, protecting or safeguarding.

7.4 'personal relationship' means any association, however brief, of a sexual or other intimate nature, either in person or remotely (eg, via social media, email, instant or text messaging).

January 2018