Welcome to
Birmingham City University

As a new member of staff, we would like to welcome you to Birmingham City University.

The Guide for New Employees is intended to be a reference document for all new staff. It contains useful information about the University and some of the main terms and conditions of your employment.

Please take the time to read this guide as part of your induction into your new role at the University. If you need any help or assistance as you are settling in, please ask your line manager or a member of the Human Resources team, and we will be happy to help you.

A copy of the guide, together with the University’s policies and procedures, can be found on the Human Resources intranet.

PURPOSE OF THE GUIDE
This guide is designed to answer most of the routine questions you may have about Birmingham City University, its background and its general policies. It outlines your benefits and also your responsibilities as a member of staff.

This guide does not replace your contract of employment, nor does it replace written agreements between Birmingham City University and recognised Trade Unions.

If you cannot find the information you require in this guide, contact your manager or Human Resources. Alternatively, other policies and procedures can be found on the Human Resources intranet site.

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I - INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>MISSION</td>
<td>4</td>
</tr>
<tr>
<td>VISION</td>
<td>4</td>
</tr>
<tr>
<td>GOALS</td>
<td>4</td>
</tr>
<tr>
<td>EMPLOYMENT PRINCIPLES</td>
<td>4</td>
</tr>
<tr>
<td>EQUAL OPPORTUNITY</td>
<td>4</td>
</tr>
<tr>
<td>BIRMINGHAM CITY GROUP</td>
<td>5</td>
</tr>
<tr>
<td>SECTION II - UNIVERSITY BACKGROUND</td>
<td>6</td>
</tr>
<tr>
<td>SECTION III - WORKING DAY</td>
<td>8</td>
</tr>
<tr>
<td>PLACE OF WORK</td>
<td>9</td>
</tr>
<tr>
<td>HOURS OF WORK</td>
<td>9</td>
</tr>
<tr>
<td>OVERTIME</td>
<td>9</td>
</tr>
<tr>
<td>FLEXIBLE WORKING</td>
<td>9</td>
</tr>
<tr>
<td>WORK/ LIFE BALANCE</td>
<td>9</td>
</tr>
<tr>
<td>SECTION IV - HOLIDAYS AND LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>ANNUAL LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>COMPASSIONATE LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>MATERNITY AND ADOPTION LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>PATERNITY LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>PARENTAL LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>DEPENDANT LEAVE</td>
<td>10</td>
</tr>
<tr>
<td>PUBLIC AND COMMUNITY SERVICE</td>
<td>10</td>
</tr>
<tr>
<td>SECTION V - SICKNESS AND ABSENCE</td>
<td>12</td>
</tr>
<tr>
<td>PROCEDURE</td>
<td>12</td>
</tr>
<tr>
<td>MEDICAL REPORTS</td>
<td>12</td>
</tr>
<tr>
<td>DOCTORS/DENTISTS/HOSPITAL APPOINTMENTS</td>
<td>12</td>
</tr>
<tr>
<td>OCCUPATIONAL SICK PAY</td>
<td>13</td>
</tr>
<tr>
<td>STATUTORY SICK PAY [SSP]</td>
<td>13</td>
</tr>
<tr>
<td>RETURN TO WORK INTERVIEWS</td>
<td>13</td>
</tr>
</tbody>
</table>
MISSION
To transform the prospects of individuals, employers and society through excellence in practice-based education, research and knowledge exchange.

VISION
To be the leading university for creative and professional practice inspired by innovation and enquiry.

GOALS
1. To provide transformational learning experiences, informed by our engagement with employers, which extend educational opportunity and prepare our students for successful and rewarding lives.
2. To be an exemplar for student engagement, working in partnership with students to create and deliver an excellent university experience and achieve high levels of student satisfaction and graduate employment.
3. To extend our research base and, through the application of the knowledge we generate, create advantage for students, employers and other key partners.
4. To extend our influence by building meaningful international partnerships which enrich the lives of our students and enhance the intellectual endeavours of our staff.
5. To invest in and support our staff to achieve excellence in all aspects of teaching, research, knowledge exchange, student support and service delivery.
6. To ensure academic and financial sustainability while providing maximum value to students and stakeholders, and behaving responsibly towards the environment.

EMPLOYMENT PRINCIPLES
Birmingham City University believes that its future depends on the efforts of its employees working effectively together. Regardless of position or function, each person is entitled to be treated with consideration and respect and in turn is expected to show consideration and respect in dealing with others.

Every employee has important responsibilities in helping the University to achieve its objectives. It is expected that all employees will take a pride in their work and will bring integrity, commitment and personal effort to their assigned tasks.

Birmingham City University aims to provide competitive terms and conditions of employment, reflecting good practice and equal opportunities for all. For simplicity, this guide is written with full-time staff in mind, but permanent part-time and fixed term contract staff receive benefits on a pro rata basis.

EQUAL OPPORTUNITY
“We will be recognised regionally, nationally and internationally as a university which fosters intellectual, critical and creative endeavour and, through continuous innovation, is a force for equality and inclusion.”

“Birmingham City University promotes equality of opportunity in respect of every aspect of its provision. University policy and practice will seek to provide an environment that is free from discrimination against students, staff and others. The University will ensure that all students and staff, current or prospective, are treated solely on the basis of their merits, abilities and potential. The University will seek to prevent any form of unlawful or unfair discrimination, and will be concerned with the prevention of direct and indirect, associative and perceptive discrimination on the grounds of age, citizenship, disability, family circumstances, gender, marital or civil partnership status, race, colour or ethnicity, religious or political beliefs, sexual orientation, social and economic status, transgender status or other irrelevant criteria.”

Birmingham City University’s Equal Opportunities Statement is available on the intranet.
BIRMINGHAM CITY GROUP

Birmingham City University comprises the following business entities:

- BCU Enterprise Ltd
- BCU Property Ltd
- BCU Trustees Ltd
- Birmingham City Students’ Union
The University was established on 1 April 1989 and was allowed to use the title “University” and have degree-awarding powers from March 1992. The University has been formed by combining smaller institutions in Birmingham to create the major educational force we have today.

**Birmingham Polytechnic (1971-1974)**

Towards the middle of the 1960s, the then Secretary of State for Education created a new sector of higher education - the polytechnics. They were intended to complement the more academically-orientated universities and focus on professional and vocational programmes of study, offered on both a full-time and part-time basis.

Birmingham Polytechnic was designated in 1971 and was initially formed out of five colleges - Birmingham College of Art, Birmingham School of Music, Birmingham College of Commerce, South Birmingham Technical College and North Birmingham Technical College. Each of these institutions has a distinctive and complex history, which is summarised briefly on Birmingham City University’s website.

**Birmingham Polytechnic (1975-1987)**

In 1975, Birmingham City Council incorporated a further three colleges into the Polytechnic. This decision was prompted by the national reorganisation of teacher training and involved Anstey College of Physical Education, Bordesley College of Education and City of Birmingham College of Education.

**Birmingham Polytechnic: Stage 3**

In 1988, Bournville College of Art merged with the Faculty of Art and Design to create Birmingham Institute of Art and Design. Bournville College was founded in the first decade of the 20th Century and was housed in Ruskin Hall, which was originally opened in 1903 as an education centre for working men. This venture failed, but created the opportunity for the establishment of the art college which is still an important campus of the University, housing the Bournville Centre for Visual Arts, part of Birmingham Institute of Art and Design.

**Incorporation and Independence**

From its designation in 1971, Birmingham Polytechnic formed the apex of Birmingham Local Education Authority’s provision. However, the Polytechnic ceased to be part of this system on 1 April 1989 when the Education Reform Act made all polytechnics independent corporations with charitable status. Close links, however, have been maintained with Birmingham City Council, which are epitomised by the annual inauguration of the Lord Mayor of Birmingham as the University’s Chancellor.

**University Status**

On 6 March 1992, Royal Assent was given to the Further and Higher Education Act which empowered all polytechnics to adopt the title of ‘university’ if they so choose. This permission was given on the understanding that the polytechnics would retain their distinctive missions and, in particular, maintain their commitment to widening access to higher education. The new title of the ‘University of Central England in Birmingham’ was approved by the Privy Council on 16 June 1992.

**The University Expands Again**

During the summer of 1995, the University expanded further when it merged with two more colleges; the Birmingham and Solihull College of Nursing and Midwifery and the West Midlands School of Radiography. For an interim period, students from the former colleges were taught on three sites at Good Hope Hospital, the Queen Elizabeth Hospital and City South Campus. New accommodation was opened at Bevan House on City South Campus in the summer of 1998, enabling all teaching of Nursing and Midwifery to be concentrated there.

**Name Change**

On 1 October 2007, following consultation with students, staff and key university stakeholders, the University of Central England in Birmingham was renamed Birmingham City University.

**Restructure**

1 August 2008 saw the restructuring of the University from seven Faculties into six, namely Birmingham City Business School; Birmingham Institute of Art and Design; the Faculty of Education, Law and Social Sciences; the Faculty of Health; the Faculty of Performance, Media and English; and the Faculty of Technology, Engineering and Environment.
PLACE OF WORK
Your place of work is stipulated in your contract. However, the University may from time to time require you to undertake your duties at any site designated by the University. Details and maps of all sites can be found on the internet.

HOURS OF WORK
Staff work a 37 hour week, unless otherwise stated in your contract of employment. The exact starting and finishing times are determined by your manager.

Flexible working hours are operated in certain departments for some administrative and clerical staff. Further information can be obtained from your manager, Human Resources or the intranet.

OVERTIME
Overtime working is not encouraged but may be necessary from time to time.

Time off in lieu may be granted where significant amounts of additional time are worked and where this is agreed beforehand with your manager. Payment for overtime will be made only in exceptional cases and with the prior approval of the budget holder and the Director of Human Resources.

Overtime payments will not normally be made to staff on Senior Officer grades and above.

FLEXIBLE WORKING
The University recognises that flexible working is relevant to many people at various stages of their working life, and that flexible working arrangements can assist all employees in balancing their work and home responsibilities. As a result all staff may submit an application for flexible working. Such requests to change your existing working pattern may include the hours you work, a change to the times you are required to work, term-time working, flexi-time etc. The University will consider all such requests seriously. Please refer to the Flexible Working Policy, which is available from the intranet or the Human Resources Department, to make a request.

WORK/LIFE BALANCE
The University is committed to operating a range of policies which are reviewed regularly to assist staff in combining their employment with other responsibilities and choices. These policies incorporate benefits that enable staff to work by supporting their personal needs, for example, the right to request flexible working practices, provision for different types of leave, a childcare voucher scheme, on-site Nursery facilities and an Employee Assistance Programme. Further information regarding the policies available to support staff in this respect can be obtained from the Human Resources Department.
SECTION IV - Holidays and leave

ANNUAL LEAVE
You are entitled to 40 days of annual leave, inclusive of bank holidays, in a calendar year.

It is important that you use up your entitlement during the year, agreeing the dates in advance with your manager.

From time to time, the University may determine that the premises will be closed on certain days. These occasions constitute fixed annual holidays and you will be required to take these holidays from your overall entitlement. In particular, this refers to closure at Christmas when you will normally be required to take three days’ annual leave. Each year the Human Resources Department issues a notification to budget holders of the dates on which the University will be closed. This information will be passed on to you by your Line Manager and will also be available on the intranet.

If you join Birmingham City University during the year, your holiday entitlement will be calculated on a pro rata basis for each complete month of service. If you leave Birmingham City University before taking your full holiday entitlement, you will be paid for these extra days. Similarly, if you have exceeded your holiday entitlement, the appropriate amount will be subtracted from your final pay (or pay in lieu of notice).

Part-time staff will also receive annual leave on a pro rata basis according to hours worked and their pro-rata entitlement to bank holidays. They will be required to book bank holidays on which they would normally work out of their holiday entitlement. For practical reasons, the entitlement is delivered in hours. Term time only staff will receive their holiday entitlement in their pay and the entitlement is calculated as a percentage of the year worked.

Further information can be obtained from the intranet or the Human Resources Department.

MATERNITY AND ADOPTION LEAVE
Procedures and information on both statutory rights and University benefits regarding maternity and adoption leave are contained on the intranet or available from the Human Resources Department.

Paternity Leave
The University operates the Statutory Paternity Leave and Pay Scheme. The aim of the scheme is to enable you to take leave to care for your new baby and to support the mother. Further information on the policy is available from the intranet or Human Resources.

PARENTAL LEAVE
You are entitled to take Parental Leave in accordance with the Parental Leave policy, copies of which are available from the intranet or Human Resources.

DEPENDANT LEAVE
Birmingham City University will allow you to take a reasonable amount of emergency time off work to care for dependants. Dependant Leave is unpaid and there is no qualifying period of service with the University; neither is there any age limitation. Further information on Dependant Leave can be obtained from the intranet or Human Resources.

PUBLIC AND COMMUNITY SERVICE
Birmingham City University will allow you reasonable unpaid time off. There are also specific circumstances when the University is required to allow staff paid time off to undertake certain activities (e.g. local councillors, JPs, etc.), subject to the agreement of your manager and the requirements of your job.

If you are called for Jury Service or to give evidence in court, Birmingham City University will continue to pay your salary. For further information please contact Payroll.
PROCEDURE

If you are unexpectedly absent from work for any reason, you must personally notify your departmental manager (or the most senior person available) within the first hour of your normal working day, explaining why you are unable to come to work and the likely date of your return. Early notification will enable appropriate cover or re-allocation of duties to be arranged. Failure to comply with the procedure for notification without good cause may result in the loss of salary for the period and/or action being taken under the disciplinary procedure. You must ensure during longer periods of absence that you keep your manager regularly informed of your situation and you must agree an acceptable procedure for doing this with your manager.

It is not acceptable (except in an emergency) for another person to contact the University on your behalf; you must make contact yourself. It is also not acceptable to contact your manager by email or text message when reporting sickness absence, or by leaving an answer phone message. This is necessary in order to discuss and plan cover for your work commitments and establish whether it is appropriate to offer you any support to assist you back to work.

If you are absent due to sickness or injury for between one and seven calendar days, you must complete a sickness self-certification form within 48 hours of your return to work and hand it to your immediate manager. Please note that Saturday is counted in the calculation for occupational sick pay.

If you are absent for more than seven calendar days, a fit note must be obtained (if your doctor is not prepared to backdate the fit note to the first day of absence, you will also need to complete a sickness self-certification form to cover the first seven days). The fit note should be given to your immediate manager. Fit notes are also required if an absence is immediately prior or after a period of leave such as annual leave or a bank holiday.

Although fit notes are not required for periods of less than seven days, if you are frequently absent for minor illnesses, Birmingham City University reserves the right to call for a fit note covering any period of absence. If the General Practitioner wishes to apply a charge in these circumstances, this cost will have to be met by the employee.

The above procedure applies to ALL staff employed at Birmingham City University. Further information can be obtained from the intranet or through the Human Resources Department.

MEDICAL REPORTS

Birmingham City University also has the right, after due notification, to arrange for you to have an occupational health assessment made by the University’s appointed Occupational Health Service. Non-compliance with this request could result in the University acting on the facts as known or could lead to disciplinary action.

In certain circumstances, Birmingham City University may wish to obtain a report from your own GP or specialist. You will be asked to give your written consent to the report being requested. You have various rights concerning access to the report and you will receive an explanatory note giving details of your rights under the Access to Medical Reports Act 1988. Your line manager, with the support of Human Resources, will advise you of the reasons why a report is required and you will have the opportunity to put your point of view if you are unhappy. A refusal to be examined in these circumstances is likely to be prejudicial to your continued employment.

DOCTORS/DENTISTS/HOSPITAL APPOINTMENTS

You are encouraged to arrange medical and dental appointments in your own time wherever possible. The agreement of your line manager is necessary if an appointment has to be made in working hours and your manager is authorised to request an appointment card.
OCCUPATIONAL SICK PAY SCHEME

After completing your probationary period, you are eligible to receive sick pay under the terms of Birmingham City University’s sick pay scheme. The scheme provides full basic pay for absence from work due to sickness or injury for the following periods (A month for the purpose of the calculation of entitlements is deemed to contain 26 working days including Saturdays):

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>ENTITLEMENT PERIOD</th>
<th>Full Pay</th>
<th>Half Pay</th>
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<tr>
<td>Less than 6 months service and/or staff who are still completing their probationary period</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>After 6 months</td>
<td>1 Month</td>
<td>1 Month</td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>2 Months</td>
<td>2 Months</td>
<td></td>
</tr>
<tr>
<td>3rd Year</td>
<td>4 Months</td>
<td>4 Months</td>
<td></td>
</tr>
<tr>
<td>4th and Successive Years</td>
<td>6 Months</td>
<td>6 Months</td>
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Staff who work part-time will receive sick pay on a pro-rata basis.

Guidance on the full application of the sick leave scheme can be found on the intranet.

Contact your line manager or Human Resources for guidance.

STATUTORY SICK PAY (SSP)

SSP is payable as a part of - not in addition to - the Birmingham City University Sick Pay Scheme. Details of the current SSP are available from Payroll.

RETURN TO WORK INTERVIEWS

All members of staff returning to work after sickness absence will be required to have an informal discussion with their line manager as soon as possible after their return. The purpose of the discussion is to welcome you back, update you on events that may have occurred during your absence and also provide your manager with the opportunity to check that you are fit enough to return to work. It also allows you to voice any concerns you may have.
SECTION VI - Salaries and benefits

SALARIES
Your salary will be paid into your bank account on the 28th of the month, or the last working day before the 28th. Salary payments may vary in December and January. A list of the pay dates is available from the Payroll intranet. Remember - if you change your bank account, please let Payroll know immediately so that your payment can be made on time.

Salaries are reviewed annually on 1 April (increments are also payable where appropriate, subject to satisfactory performance and six months’ service).

DEDUCTIONS FROM SALARY
The University may deduct from your pay any sums which you may owe the University, including, without limitation, any overpayment or loans made to you by the University.

The University also has the right to make deductions from your salary for the following reasons:

- Damage caused to University property under your control, whether by negligence or otherwise.
- Reimbursement to the University in respect of goods, materials and/or services misused or misapplied by you or by persons under your control.
- In the event of termination of employment for any reason (including resignation or retirement), an adjustment, where appropriate, in respect of holiday entitlement calculated on a pro-rata basis up to the date of termination.
- In circumstances where there has been, for any reason, an overpayment to you of remuneration, expenses or other emoluments, or any other payment in excess of your contractual entitlement.

When it is intended to make any such deductions, you will be notified in advance and you will be invited to make any representations that you may wish about the matter, including the frequency and amounts of the deductions.

This term of your employment is without prejudice to any deductions which have to be made from your pay in accordance with statutory requirement or court order, or which are made in consequence of a disciplinary decision against you, or which are in respect of any other contractual arrangements or agreements authorised by you for the payment of sums to third parties. For the purpose of this statement, deductions include amounts withheld from your pay and non-payment of pay.

PRIVATE HEALTH CARE
Birmingham City University has a Private Health Care Scheme under which you may obtain private health treatment if you meet the relevant criteria. Please note that this scheme covers staff only and does not cover dependants, although personal arrangements can be made to cover dependents.

The Scheme is a means by which the University expresses its intention to care for the welfare of its staff. It gives you a benefit which it is hoped will be seen as a positive step towards your health and welfare.

When you join the University, with the exception of visiting lecturers, you will automatically be enrolled into the scheme and will be entitled to the full and immediate benefits of the Scheme.

If, on your appointment, you do not wish to join or decide to opt out at a later date, simply write to the Human Resources Department in confidence and the necessary action will be taken.

Please note that the scheme is a benefit in kind and that you will be liable for tax at the appropriate Inland Revenue rate. The value of the benefit is declared by the University to the Inland Revenue at a flat rate per member, which is determined each year. Members of the scheme will receive a letter confirming the amount on an annual basis.

Full details of the scheme are can be obtained from the intranet or from the Human Resources Department.

PENSION
You will be enrolled in the appropriate occupational pension scheme applicable to your grade. The option not to join the scheme is available and if you choose to exercise this option, you must enter the State Pension Scheme or take out a personal pension. The occupational pension schemes are:

- Teachers’ Pension – for teaching staff, academic managers and senior staff with
a teaching career background.

- West Midlands Pension Fund – for staff joining from local authority service and/or working in those occupational groups eligible for membership, i.e. clerical, administrative, technical and professional staff.
- Universities Superannuation Scheme – for staff joining the University with previous qualifying service in the Universities Superannuation Scheme (USS).

Birmingham City University may, in particular circumstances, make a payment equal to the employers’ contributions in the relevant occupational scheme to a Private Pension Plan. However, you should note that the University, by taking this action, does not in any way endorse the product you choose to meet your retirement needs. You are advised to seek independent financial advice before selecting this option. For details, please contact the Human Resources Department.

THE DOUG ELLIS SPORTS CENTRE

Employees have access to the Doug Ellis Sports Centre. The centre has a wide range of facilities, offering an excellent choice of sporting and leisure activities. Facilities include a fitness suite, workout studio, spinning studio, sports hall and team changing facilities.

For more information please see the centre’s website at www.dougellissportscentre.com.

LIFE ASSURANCE

Life assurance is covered by the occupational pension schemes, namely Teachers’ Pension, West Midlands Pension Fund or Universities Superannuation Scheme, subject to certain qualifying conditions.

PERSONAL ACCIDENT

You are automatically covered for Personal Accident insurance. This is designed to provide lump sum benefits to you (or your dependants) should you suffer a disablement or accidental death arising from an occupational accident, including assault, and accidents occurring whilst commuting to and from the workplace.
**TAX OFFICE**

The address of our Income Tax Office is:

HM Revenue and Customs  
PAYE & Self Assessment  
PO Box 1970  
Liverpool  
L75 1WX  
Telephone: 0845 300 0627

Birmingham City University’s tax office reference number is 068/P10000.

Further information is available from Payroll.

**TRAVELCARDS**

Annual Travelcards are available for purchase through Payroll for travel with National Express West Midlands and Centro for all permanent Birmingham City University staff. They are issued four times a year in February, May, September and November. The repayment of the Travelcard will be from your salary over 12 months by monthly deductions. The University will pass on any discount received. For further details refer to the intranet or contact Payroll.

**CAR PARKING**

Staff car parking is available on several campuses. With effect from 1 May 2012, the University will be introducing charges for staff using any of the University owned car parks. Car parking charges can be payable monthly in advance from your net salary payment. You can apply for a permit by completing the permit application form which is on the memory stick sent to you with your contract of employment or it can be downloaded from the Human Resources intranet site. Alternatively, you can use the ‘pay as you go’ car parks. When parking your vehicle you should park in appropriately marked bays only. To assist you with any queries you may have, you can find a Question and Answer document available from the Human Resources intranet site.

**CYCLE TO WORK SCHEME**

The University currently works with Cycle Scheme Ltd to operate a salary sacrifice scheme which enables staff to obtain bicycles and related equipment, and at the same time save money in tax and National Insurance payments. The scheme enables the cost of the bicycle/equipment to be spread across a 12-month period. Bikes and equipment are effectively hired from the University through the year with money deducted from monthly (gross) salary payments. At the end of the period, the employee may be offered the option to buy the bicycle/equipment at a fair market value. Pension benefits will be unaffected by participation in the scheme.

Information regarding the general running of the scheme can be found on the Frequently Asked Questions section of the Cycle Scheme website:

www.cyclescheme.co.uk/employers/employer-faqs

or alternatively on the intranet or from the Human Resources Department.

**CAR SHARE SCHEME**

The University has signed up to a car sharing scheme run by Birmingham City Council. If you wish to find out more or register for the scheme you can visit the website www.carsharebirmingham.org.uk, or alternatively further details are available on the intranet or from the Human Resources Department.

**MAIN CATERING FACILITIES**

Birmingham City University offers a wide range of eating choices including hot and cold beverage and confectionary vending services. Facilities at City North Campus include Baker Café on the ground floor of Baker Building, Café Edge on the 2nd Floor of Edge Building, Kenrick Library Coffee Shop, and also Bar 42 and Café Direct in the Students’ Union.

There are also restaurants at the City South and City Centre campuses, Gosta Green and the Conservatoire. Vending machines are available at Margaret Street, Bournville and the School of Jewellery.
**LIBRARY**

Libraries are located at City North Campus, City South Campus, Bournville, Gosta Green, Margaret Street and the Conservatoire. All staff are entitled to use and borrow from the libraries. Access and borrowing are facilitated by use of a library card which can be obtained from the libraries. Further details are available from the intranet or any library.

**CHILDCARE**

Birmingham City University has an Ofsted inspected nursery at City North Campus catering for children aged from six months to school age. The nursery is open 50 weeks a year from 7.30am to 5.45pm. For further details, including availability and cost, please contact the nursery direct on 0121 331 5198.

**CHILDCARE VOUCHERS**

Birmingham City University operates a Childcare Voucher Scheme. Childcare vouchers are tax-free and exempt from National Insurance Contributions, allowing parents to make substantial savings against the cost of their childcare. Childcare Vouchers can be used to pay for the following forms of registered childcare: day nurseries, child-minders, nannies, au pairs, before and after school clubs and even holiday schemes.

Full details of the scheme can be obtained from the intranet or the Human Resources Department.

**EMPLOYEE ASSISTANCE SCHEME**

Birmingham City University has partnered with Simplyhealth to provide an advice line and telephone counselling to all core staff. These services, which are free to staff, are designed to address important issues like health and stress. Further details are available through the HR intranet.

**CHARITY AND VOLUNTARY DEDUCTIONS**

A voluntary deduction from your salary to your chosen charity is available through Payroll under the Give As You Earn Scheme. Deductions can be made to your nominated charity through the payroll giving agencies Charities Trust Foundation or Charities Aid Foundation. Further details are available from Payroll.

You can contribute to the BHSF (Birmingham Hospital Saturday Fund) which offers additional benefits, for example dental care. Further details are available from Payroll.
SECTION VII - Vacancies, training and development

VACANCIES

Vacancies will normally be advertised externally and are displayed internally on the intranet. Any member of staff can apply for a vacancy using the application forms on the intranet. In certain circumstances the Director of Human Resources may decide that a post will be advertised internally only or may approve an alternative selection process.

TRAINING

Birmingham City University’s principal assets are its employees. Whilst Birmingham City University will always seek to recruit high quality staff to reflect its needs, due regard will be paid to the need to develop and train existing staff to their maximum potential, both in the specific interests of the institution’s strategy and in the wider interests of the education service in general. Training needs are met in a variety of ways such as through external courses provided by specialists, personal tuition by previously-trained staff, job rotation or special skills courses run within the University. You are encouraged to take advantage of training opportunities to enable you to improve personal and team performance.

You are encouraged to ask your manager for direction and assistance if you are ever in doubt as to what is expected of you.

TUITION

In order to encourage staff to improve their skills and abilities, Birmingham City University may provide financial assistance to staff who take recognised courses in their own time. Such courses must be directly related to your current role or to responsibilities that are likely to be assigned to you in the future. Ask your line manager for advice.

Our policy is to actively support staff in undertaking training and qualifications that add value to the individual and the University.

INDIVIDUAL PERFORMANCE REVIEW

Birmingham City University believes that its future depends on the efforts of its employees working effectively together, with each employee having important responsibilities in helping the University to achieve its objectives. Birmingham City University conducts a mandatory individual performance review (“IPR”) to provide a forum for you to agree these responsibilities and to help you to achieve them. The specific objectives of the scheme are to:

- clarify your own role at Birmingham City University and to discuss its development;
- help you improve your job performance;
- discuss the previous year’s performance;
- agree objectives for next year;
- improve communication between you and your manager;
- give you the opportunity to discuss job satisfaction issues;
- identify your training and development needs; and
- explore your career aspirations.

The review should be a two-way process in which you play a full role by:

- contributing to your personal development;
- identifying and agreeing the key areas and performance measures for your job for the year ahead;
- identifying the support, help and training you will need; and
- assessing your own performance.

The review will be conducted by the person to whom you normally report, or a senior member of staff who you will know beforehand. If, at the end of the process, you feel the outcome is unfair or unreasonable, you can ask for a second review to be undertaken by your reviewer’s manager.

The timing for IPR is determined by the Executive Dean/Director of Department. The University requires that a full IPR Review is completed for each member of staff concerned each year. A half-yearly review is normally completed in the first year after probation or following a promotion. However, you and your manager will agree the frequency and sequence of any interim reviews to suit you both.

Staff in their probationary six months do not have an IPR but are reviewed as part of the probationary process.
PROMOTION OPPORTUNITIES

You may be promoted to a higher grade as a result of one of the processes below:

- By applying for and being appointed to a post which has been either externally or internally advertised;
- By being asked to take on a revised set of duties which carry a greater level of responsibility. However, your Manager must be satisfied that there is a clear connection between your previous work and experience and the new job and that no other colleague might have a legitimate claim to the job in question. If these criteria are not met, the job will be advertised.
- By being successful in an application for re-grading.
POLICY

Birmingham City University is committed to ensuring that all persons working in, using or visiting its premises do so in a working environment that promotes healthy and safe practices and their general well-being. All staff will be provided with information, training and instruction to ensure that their work does not put themselves, their colleagues, students, contractors, visitors or members of the public at risk.

The organisation and arrangements for meeting the University’s objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff, procedures and Health and Safety Guidance covering the main activities of the University. These can be found in the Human Resources Intranet site.

More detailed information on local organisation and safe working practices in your area are produced by your own faculty or department.

ORGANISATION AND RESPONSIBILITIES

Senior Management

The University Governing Body has primary responsibility for putting in place the necessary framework to achieve effective health and safety management at all levels within the organisation. The Vice-Chancellor ensures that health and safety is effectively managed and that a positive culture is promoted.

The Director of Human Resources is appointed to oversee the response to health and safety issues within the University and to provide competent support and advice through the Health and Safety Team.

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Health and Safety Team

A team of occupational health and safety professionals is employed by the University, based in the Human Resources Department. Their role is to provide specialist advice to managers and staff, to ensure compliance with legal duties and to promote best practice and effective systems for health and safety management.

Health and Safety telephone enquiries: 5360

Faculty and Departmental Management

Executive Deans and Directors are responsible for all the health and safety arrangements within their respective faculties and departments. This includes providing sufficient resources and ensuring that all their activities are assessed and effective risk controls are introduced and maintained.

A senior manager may be appointed as Senior Responsible Person for Health and Safety, to assist the Executive Dean or Director and promote a good health and safety culture. Health and Safety Coordinators are appointed to support managers in maintaining appropriate risk control systems, keeping records, carrying out initial accident investigations and liaising with the Health and Safety Team.

Line managers at all levels within Birmingham City University play a vital role, assisting senior management in fulfilling their responsibilities for health and safety.

Members of Staff

As members of staff, you have a duty to take reasonable care of yourself and others who may be affected by your actions. You should follow instructions and training given and not misuse anything provided for health and safety purposes. Failure to follow health and safety procedures may lead to disciplinary or legal action.

Visitors

All visitors to University premises should be given a briefing on the rules and procedures, including fire and evacuation instructions, accident and emergency arrangements and information on hazards specific to the areas that they will be visiting. Local rules may require that they sign in and out, wear an appropriate identity badge or be accompanied by the responsible member of staff.

Health and Safety Committees

Health and Safety Committees are set up within faculties/departments to promote cooperation and consultation on the management of health and safety. They monitor performance, and develop and implement measures to communicate and improve health and safety standards. Some faculties/departments choose not to have separate committees, but consult and cooperate with staff by dealing with health and safety issues at staff meetings and senior management meetings.
All faculties and departments have a representative on the main University Academic and Support Services Health and Safety Committee.

**TRAINING**

As a member of staff, your immediate needs are to be briefed on the health and safety requirements of your particular work activities. This will include an assessment of your initial and ongoing training needs, instruction on what to do in an emergency, the provision of any necessary personal protective equipment and induction into the safe working practices that need to be followed. The essential parts should be covered by your line manager on your first day.

The Human Resources Department provides a number of health and safety training courses to meet the University's needs, which are listed on the intranet (see http://staffdevelopment-intranet.bcu.ac.uk). Faculties and departments carry out training needs analysis to determine the type of training required for their staff. Managers are responsible for ensuring that staff attend the courses identified. Additional health and safety courses to meet a particular need are organised as required.

**EMERGENCY PROCEDURES**

**First Aid**

In the event of an accident, injury or sudden illness, you should contact a University first aider. They will assess the situation and administer first aid, as well as deciding on whether further expert attention is required.

You should familiarise yourself with the location/details of your nearest first aiders, who are listed in the telephone directory, on the Intranet, or displayed on notices around your building. In an emergency, contact the main emergency telephone (6969) or your Campus reception/Security Office. All Security Officers are first aiders.

It is also recommended that you check the location of your nearest first aid kit.

It is in your interest to inform your nearest first aider or manager, if you have any medical condition that may affect you during the course of your working day, e.g. diabetes, asthma, allergies or heart condition. They will then know how to help you if necessary.

**Accident Reporting**

Accident prevention is a high priority for all managers and employees. Whenever an accident occurs it should be investigated immediately and action taken to prevent or minimise the likelihood of a recurrence. All accidents, injuries, incidents, dangerous occurrences and diseases must be reported to the Health and Safety Team as soon as possible after the event. If you have an accident you should ensure you complete an Accident-Incident Report Form as soon as possible. These forms are available online from the Intranet, and you can get assistance in completing them by contacting the Health and Safety Team (tel: 5360).

Detailed guidance is given in the Health and Safety Policy document.

**Hazard Reporting**

When a safety hazard or a potential one is identified, you should report this to your Campus Services Manager/Supervisor. They can be notified via your faculty or department Reception, or the Campus Services help desk (tel: 5363). Campus Services will issue a response maintenance request to the Estates Department.

If there is a serious or imminent danger to personal safety, contact Security immediately (Emergency tel: 6969) or your local Security/Reception desk.

Serious hazards or near-misses should also be reported to the Health and Safety Team, using the Incident Report Form.

**Fire Safety**

Instructions on what to do in the event of fire are displayed in prominent locations in corridors and staircases throughout all Birmingham City University campuses. Each notice is specific to the building in which it is located. You should make yourself familiar with the instructions, try out at least two escape routes from your normal places of work and identify your designated assembly point.

When the fire alarm sounds continuously, everyone must evacuate from the building. You should assemble well clear of the building or at the designated assembly point. Fire marshals will assist and give directions as needed.

Fire drills are carried out in each building once per semester. The fire alarms are tested once a week in each building. Familiarise yourself with the weekly time of these tests, and if for some reason you do not hear the alarm, report it immediately to
Campus Services.

At Millennium Point, the fire alarm is a two-stage voice alarm, which will give either alert information or an evacuation instruction. Lifts can be used during the Alert stage, but not on Evacuation.

Fire-fighting equipment is situated in prominent areas across the University. This should only be used to aid escape from the buildings.

Regular fire safety training courses are run at the University. You must complete this course during your probationary period and attend refresher training at once every three years, particularly if you are a fire marshal.

Disabled Persons

The University has procedures in place for evacuation of mobility impaired staff or students in an emergency. You may not use lifts in an emergency evacuation (except in the alert stage at Millennium Point). The staircase landings have been designated as ‘safe waiting areas’, and provide 30 minutes’ fire protection. These contain a communicator or intercom linked to Security.

If you have a permanent or temporary impairment, which means that you require assistance to evacuate a building, you should contact your local Health and Safety Coordinator or the Health and Safety Team, so that a Personal Emergency Evacuation Plan (PEEP) can be provided for you.

For those with a hearing impairment, there is a Deaf Alerter system installed in most academic buildings. Contact Human Resources or the Health and Safety Team so that arrangements can be made to provide you with a pager and information on how the system operates.

RISK CONTROL

Hazards should be identified and risks to the health and safety of employees and others assessed by competent persons. When the risks are considered unacceptable, they must be eliminated or reduced to a tolerable level. The University undertakes risk assessments for a broad range of activities and develops safe working practices for those with significant risk. Particular areas of high risk include a variety of workshops and other specialist facilities.

Managers are required to ensure that risk assessments are carried out for work-related activities under their control. Training is provided for those who are required to undertake risk assessments.

Legislation also requires more specific risk assessments to be undertaken in addition to the general assessments. They cover areas such as Manual Handling; Use of Display Screen Equipment; Substances Hazardous to Health; Fire Safety; Work Equipment; Noise; Pregnant Workers; Young Workers; etc. Specific Risk Assessment guidance notes and forms are contained in the Health and Safety Policy available on the intranet.

Safe working practices are developed to provide staff with the necessary training, equipment, materials and procedures to avoid or minimise risks to their health and safety. Where these are significant, they will be documented and staff will be required to comply with the necessary precautions.

GENERAL PRECAUTIONS

The following actions should be followed by all staff where appropriate:

Slips, Trips and Falls

These cause nearly half of the injury accidents in the University. It is therefore important to be aware of the causes and report hazards to Campus Services. Such hazards may include damaged or defective floor surfacing (stair treads, carpet or paving slabs), obstructions, trip hazards (boxes, trailing leads) or environmental conditions (wet or slippery floors, poor lighting).

You should wear footwear suitable for the activities that you undertake and the premises that you visit and take notice of the signs that warn you of potential slip and trip hazards.

Work at Height

Those who work at height, e.g. on a library step-up, a step ladder or a mobile scaffold, are all at risk of serious injury if they fall. If you have to work in a position from which you could fall, you should have the necessary equipment and training to enable you to work safely.
As a general rule, all access to the roofs of University buildings is restricted. Only those who have obtained a permit to work from the Estates Department and have a good reason to be there will be allowed access.

**Manual Handling**

Lifting, pushing, pulling or handling a load which is bulky, heavy or requires many repetitions can result in serious musculoskeletal injury.

If you have to move loads as part of your job, you should be given training in lifting and handling techniques and ongoing refresher training where required.

Those jobs that require significant manual handling will have been assessed and appropriate training or mechanical handling aids provided. If you find yourself in the position of carrying out a task that may stretch your physical capabilities, ask for assistance.

**Computer and Laptop Users**

If you regularly use a computer or laptop for your work, you are required to complete a short on-line training session and test (follow the links on the Health and Safety intranet). You should make the necessary adjustments to your workstation and complete the self-assessment form. This should be passed to your local Health and Safety Coordinator or DSE Assessor, who will review it and ensure that any outstanding problems are remedied. This assessment should be reviewed at least every three years or whenever there is a significant change to your workstation layout, furniture or equipment.

If you have pre-existing health concerns or develop problems while working for the University, you should contact the Health and Safety Team as soon as possible through your DSE Assessor, to request a more detailed workstation assessment.

Further Guidance, including information on expense claims for eyesight tests and specific corrective appliances (spectacles), can be found in the Health and Safety Policy on the intranet.

**Work-related Stress**

If you feel that your health is suffering as a result of too much pressure at work, you should consult your GP and bring this to the attention of your line manager or, if you feel more comfortable, a Human Resources Officer or the Health and Safety Team.

Stress may arise at work due to one or a number of interrelated factors:

- you feel unsure of what is expected of you,
- you may feel insecure because of significant changes in your role or department,
- relationships with others at work may be difficult,
- the amount of work or its complexity may be increasing,
- you may have limited control over how or when you do your work, or
- you may feel that you are not supported by colleagues or managers.

These can be assessed and measures taken to reduce stressors in your work environment. In addition the University employs Occupational Health Practitioners to whom you can be referred for specialist advice and assistance.

**Personal Safety, Lone Working and Security**

Your personal safety may be at risk if you handle large sums of money as part of your work, if you are at work in the evenings or alone in your department or offices outside normal working hours, or if you have confrontational meetings with students or staff. Your risk assessment should identify the hazards and put in place controls to avoid or reduce the level of risk. Alarms and barriers, together with appropriate training and good communications, can reduce the level of risk.

You must inform security of the dates and timings when working out of office hours or at weekends, so they may include your location within their patrol route. If possible, arrange to stay late when other colleagues are doing likewise.

**Fieldwork and Off-campus Activities**

The need to carry out risk assessments and implement appropriate risk controls applies wherever you are involved in work activities for the University. Thus fieldwork, overseas visits, placement tutor visits and other off-campus activities must be appropriately covered.

Special events organised by the University on or off campus, such as exhibitions, musical festivals, Open Days, etc. also need to be assessed. Contact the Health and Safety Team well in advance if you or your students are organising such an event.
Work Equipment

Work equipment should be suitable for purpose and should not significantly affect your health or safety, irrespective of its age or origin. New equipment should be CE marked and all equipment should be risk assessed before being brought into use.

Equipment may only be used by you if you have received adequate instruction or training in the following:

- Any risks to health or safety from its use
- How to use it correctly avoiding those risks
- How to clean it and maintain it in a safe and efficient condition where necessary.

Equipment will be checked by persons responsible for maintenance within each faculty or department.

You should notify defects to your line manager or to the person responsible for maintenance on your campus. All defective machines or parts should be withdrawn from use until faults are fully rectified.

Electricity

Electrical equipment can pose a risk of serious injury and cause fires. All electrical equipment will be checked before first being put into use by the faculty or department. Subsequently, all portable appliances are checked on a regular basis by an electrical testing contractor employed by the Estates Department. This includes any privately owned electrical equipment used at work.

You should regularly check plugs and cables on equipment that you use for obvious damage, loose connections or faults. If in any doubt about the safety of electrical equipment, it should be switched off and reported to the person responsible for maintenance in your faculty or department.

Hazardous and Dangerous Substances

Particular regulations govern the use of substances hazardous to health and explosive or flammable materials.

Manufacturer’s safety data sheets will be obtained for all substances and will be used as part of the necessary assessment of possible risks for employees and others. They will be kept on campus where the substances are used.

Competent persons are required to carry out these special assessments and keep records of them. Effective control measures must be implemented with information on the use, storage, spillage or disposal of substances being disseminated to all affected staff and students, before working with the particular substances.

Personal Protective Equipment

Where appropriate you will be provided with the necessary personal protective equipment to carry out your work activities. The need will be identified by risk assessments. Faculties and departments are responsible for providing any such equipment, instructing you in its proper use and maintaining it. The user is responsible for wearing it correctly, looking after it and checking for and reporting any defects.

Cleaning, Housekeeping and Storage

Good housekeeping makes the whole work environment safer by reducing slips, trips and falls, as well as reducing the risk of fire.

Birmingham City University’s premises are cleaned by contract cleaning services and/or nominated employees, controlled by Campus Services.

You should keep your own work area clean and tidy. All areas should be maintained free of hazards, which might cause slips or trips. Storage rooms should also be kept safe and tidy.

Managers are responsible for keeping a check on the areas that they control and reporting any problems to Campus Services.

Smoke Free Policy

All University buildings except designated student bedrooms are smoke-free areas. Building entrances are smoke-free areas at least five metres from the entrance and overhanging canopy. Areas that are substantially enclosed, e.g. all of the Quad level 2 walkway at City North Campus, are also included, together with other designated areas as indicated in the Smoke-Free Policy (full version available on the Human Resources intranet).

Smokers are required to respect the need for staff to be able to work in a smoke-
free environment and therefore to smoke well away from office windows. Smoking shelters are provided on some campuses.

Smoking is not permitted in University vehicles or in private vehicles when used as a work vehicle by more than one person.

All staff are responsible for setting an example and reminding colleagues, students and visitors of this policy, as necessary. Any abuse, in response to a reasonable request to move away and/or persistent breaches of the policy, will be subject to disciplinary action.

Staff are only permitted to smoke whilst off duty [i.e. in agreed break times]. Break times must be negotiated and agreed with line managers, prior to taking them, in the same way that lunch breaks are taken.

**Drugs and Alcohol**

The use of illegal drugs or dealing in such substances on Birmingham City University premises is unacceptable and will be dealt with through the Disciplinary Procedure and reported to the authorities as appropriate.

Drunkenness in the workplace constitutes gross misconduct. At best it is anti-social and can be a serious risk to health and safety. Such conduct may lead to disciplinary action being taken.

Should you suspect a colleague or student to be under the influence of alcohol or drugs when using machinery, you must try to prevent them from using it and contact their line manager or the person responsible for the area.

**Driving for Work**

When using University or personal vehicles for travelling to meetings, conferences, etc., you will be exposed to road and travel risks. These include weather conditions, vehicle condition, driving hours, working hours, smoking and distractions [e.g. mobile phone use, eating]. Please ensure that you comply with the University’s mobile phone policy whilst driving, a copy of which can be found on the intranet or obtained from Human Resources.

When using your own vehicle, you should ensure that it is roadworthy and insured for business use. Smoking is only permitted when travelling alone in your own vehicle.
SECTION IX - Disciplinary and grievance procedures

DISCIPLINARY PROCEDURE

Birmingham City University provides a service to many different types of client, including students, government departments, research councils and commercial organisations. It is important that all staff maintain a high standard of behaviour in order to safeguard the quality of that service and the reputation of Birmingham City University. The need for disciplinary action should be rare and the University will always consider the need for giving advice and counselling to staff to improve conduct and performance.

The Disciplinary policy and procedure is designed to ensure that you are given fair and equitable treatment and, in the event of any dispute, have the opportunity to put your side of the case before any decision is reached and action taken. Training and/or support will also be considered where appropriate. Managers will consult with Human Resources before taking action under the procedure.

At all disciplinary meetings with Management, you will have the right to be accompanied or represented by a friend, colleague or trade union official, who may attend in such circumstances and will be allowed the opportunity to present the member of staff’s case.

The Disciplinary Policy and Procedure is available from Human Resources or the intranet.

Gross Misconduct

The list set out below has been produced to inform you of the likely consequences of acts of gross misconduct. This list is not exhaustive, neither is it prescriptive.

- Refusal to obey a lawful and reasonable instruction.
- Gross disregard for the Health and Safety of an employee or of other persons.
- Dishonesty, such as for example: stealing from the University or colleagues; unauthorised removal of University property; falsification of time sheets or expense claims forms.
- Assault or threatening behaviour at work.
- Wilful and malicious damage to University property.
- Competing with the University in business.
- Any form of unlawful harassment or discrimination, and any form of harassment, in general.
- False claims of a serious deceptive nature in the information you supplied on appointment (application forms, medical questionnaires, etc.).
- Being materially under the influence of alcohol or drugs not prescribed by a doctor whilst carrying out University duties.
- Behaviour which brings the University into disrepute.
- Accepting or soliciting financial or other inducements in return for information of a confidential nature regarding the University’s commercial or academic process.
- The misuse of the University network and other computing equipment.

All cases of alleged gross misconduct will be fully investigated. Staff concerned will be given the opportunity to explain their actions and have the right of representation. Proceedings will be recorded and staff will have the right of appeal.

The University will have regard to the circumstances of each case and consider evidence indicating guilt as well as innocence. Due regard will be taken of arguments in mitigation of any conduct of this type.

In all circumstances the University will uphold the principle of reasonableness and investigate the circumstances to establish whether it would be reasonable and fair to apply the ultimate employment sanction of dismissal.

Appeals Procedure

Birmingham City University recognises an individual’s right to appeal which should be made in writing to the Director of Human Resources, stating the grounds for appeal within seven days of being informed of the disciplinary decision. The appeals interview will be heard by a senior member of staff, designated by the Vice-Chancellor, who has not previously been involved in the case.

You may appeal to the Board of Governors against a decision to dismiss you on grounds of misconduct. You should submit your appeal in writing to the Clerk to the Governors within five days of the decision to dismiss being taken. Your appeal will be heard by an Appeals Committee of the Board of Governors constituted for this purpose.
INDIVIDUAL GRIEVANCE PROCEDURE

The University’s policy is to resolve as quickly and fairly as possible any grievance that you may have, as an individual, about your employment or working conditions.

If you have a grievance, the first step is to raise it with the person to whom you report. In most cases that person can best respond to your complaint. At this stage, and all subsequent stages, you are entitled to be accompanied, advised or represented by a friend, colleague or trade union official. If your grievance cannot be resolved by that informal approach, you have the right to adopt the grievance procedure.

Full details of the Individual Grievance Procedure can be found on the intranet or obtained from Human Resources.

WHISTLEBLOWERS PROCEDURE

This Code of Practice sets out the procedures through which you may raise issues concerning instances of financial malpractice, the abrogation of appropriate and agreed procedures, or departure from statutory or other requirements for good governance.

You should be free to draw issues of actual or suspected malpractice to the attention of the relevant authorities. Provided you do so lawfully, without malice, and in the public interest, your employment position should not be disadvantaged.

This Code of Practice is not intended to provide a substitute in the normal course of events for the Individual Grievance Procedure or for the normal process of reporting issues through the management line which could lead to disciplinary action.

Full details of the Whistleblowers Code of Practice can be found on the intranet or obtained from Human Resources or the University Secretary.
SECTION X - Travel and expenses
OVERSEAS BUSINESS TRAVEL

Birmingham City University holds an insurance policy which covers staff for medical expenses and the loss of personal property and money while on overseas business trips. Travel insurance cards, which are required in the event of an accident overseas, are available from nominated faculty/department representatives.

Arrangements for overseas travel should be made by placing orders in the usual way using the University travel contract.

EXPENSES

Expenses incurred while travelling or entertaining on Birmingham City University business will be refunded, provided they are agreed and countersigned by your manager. The current subsistence rates paid for by the University are available on the intranet. A University claim form must be completed and submitted with receipted bills with VAT number and amount paid. Full details and further information is contained in the Company Expenses policy available on the intranet or from the Finance Department.
SECTION XI - General procedures

DIGNITY AT WORK

The University operates a Dignity at Work Scheme, to support its commitment to providing a work environment that is free from harassment and bullying. Staff from across the University have volunteered and trained to become Dignity at Work Advisors. If you feel you are being bullied or harassed, you can contact an advisor to talk about your concerns, however sensitive. They will listen carefully and impartially, and explain clearly what action you can take to improve your situation, whether you choose to do this formally or informally. For further information and a list of advisors and their contact details, and for further information, please go to http://dignityatwork.bcu.ac.uk or contact the Human Resources Department.

PROBATION

Staff with probationary clauses in their contract, must achieve required standards of conduct and performance for their contract to become permanent. The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The University reserves the right to extend your probationary period if, in its opinion, circumstances so require. During your probationary period your employment may be terminated by the University on giving one month’s written notice. Further information regarding the probationary period is available on the intranet.

SECURITY

Many Birmingham City University sites have security coded access. You should ensure that you are familiar with the security arrangements which vary on each site.

Birmingham City University is not responsible for personal property lost or stolen on the premises. You should make sure that you do not leave any valuables or money unattended at work.

CONFIDENTIALITY

During the course of your employment, you will probably have access to confidential information. Although it is not possible to indicate precisely what information will be confidential, generally it would include all information which has been specifically designated as confidential by the University and any information which relates to the commercial and financial activities of the University. It does not extend to information already in the public domain. Because great harm could be done to Birmingham City University through the unauthorised disclosure of confidential information, your contract of employment contains a clause which sets out the limitations on your freedom to use such information. You should read this clause carefully and if you have any questions about it, or the issue of confidentiality in general, you should contact Human Resources.

Due to the severe detrimental effect the unauthorised disclosure of confidential information may have on Birmingham City University’s business, any breach of the confidentiality clause will be taken very seriously (however minor it may seem to you) and is likely, except in unusual circumstances, to be regarded as gross misconduct.

DEALING WITH PERSONAL DATA

Under the terms of the Data Protection Act 1998, we are under a legal obligation to handle personal data responsibly. Every student and member of staff has the right of access to their own personal data, so be mindful that any recorded information (including emails) is liable to disclosure. You should not, however, disclose personal data to unauthorised persons. Any queries regarding the Data Protection Act should be addressed to the Information Manager [Tel: 5288].

RETIREMENT

The University does not have an Employer Justified Retirement Age. You may retire at any time on notice in accordance with the notice provisions contained in your contract of employment. However, you may wish to take account of the point at which you are able to access your pension benefits before determining a retirement date. The University welcomes those who wish to give advanced notice of retirement to aid the University’s succession planning.

EXTERNAL WORK

You are required to obtain the agreement of the University before you undertake any paid external employment. If you are employed on contracts that are pro-rata to full time, you are obviously free to undertake paid external work at those times when you are not contracted to the University.
It is not the policy of Birmingham City University to seek to prevent staff from engaging in outside activities, particularly when the activities concerned may enhance the ability of the member of staff to do their job at the University. Should you wish to undertake paid external work, please refer to the policy available through the intranet, Human Resources or your line manager.

**UNIVERSITY’S INTELLECTUAL PROPERTY**

Intellectual Property (IP) is generated every day by staff and students, and the policy also covers the use of third party IP in Birmingham City University.

“Intellectual Property” means rights such as patents for inventions and trademarks, domain names and registered designs, as well as design rights, copyright and moral rights, database rights, unregistered trademarks, know-how and confidential information.

Birmingham City University recognises that IP generated by research and other work done at the University is an important asset. Birmingham City University has the responsibility to identify, protect and manage its IP effectively, not only for commercial exploitation but also for enhancing its reputation as a creative, enterprising and professional institution. Birmingham City University wishes to encourage all staff and students to contribute towards this activity. The policy provides staff and students with a way to engage for the benefit of Birmingham City University and themselves.

Birmingham City University’s Research, Innovation and Enterprise Services (RIES) department is responsible for the communication and administration of Birmingham City University’s IP Policy. The policy can be found on the intranet.

**MAKING TELEPHONE CALLS**

The University telephone system allows access to the public network. The misuse of the telephone system causes additional expense, ties up the network lines and distracts staff from their work. Misuse of the telephone service is any use that is not connected with work. The practical definition of misuse of the system is “the repeated use of the University telephone system for purposes not connected with work”. However, the University accepts that you should be able to use the system for local calls such as phoning home.

**USE OF EMAIL AND INTERNET**

You may make reasonable personal use of computing facilities provided by the University. This personal use should not interfere with the performance of your duties or cause any damage or difficulty to computers or to networks, or any difficulty, harassment or distress to others. Failure to comply with the conditions outlined in the Conduct and Use of Computer Systems and Networks Policy may result in suspension or withdrawal of access to University computer systems and network facilities and may also render staff liable to disciplinary proceedings. In particular, staff who access or download illegal sites and materials may be liable for dismissal. Staff should not use their work email for personal business; a personal email account should be used for this purpose.

**USE OF MOBILE PHONES**

Where possible, you are requested to have your mobile telephones switched on only during normal break times (e.g. lunch time). At all other times, during the course of the working day mobile telephones should be switched off as they can interrupt the normal flow of work and can distract other members of staff.

However, from time to time, Birmingham City University appreciates that it may be necessary for you to be easily contacted via your mobile (i.e. domestic emergencies) and you should discuss and obtain your manager’s agreement to use your mobile outside of your normal break times.

For further guidance or assistance in this situation you should contact a member of the Human Resources Department.
FRAUD AND ANTI-BRIBERY POLICY

The University expects all staff to demonstrate honesty and integrity at all times and to exercise high standards of professionalism and ethical conduct in all their activities. The University also expects its partners, advisors, clients, customers, suppliers, contractors, consultants and all stakeholders, along with their employees, to adopt the same standards. In the event that an organisation or individual is unclear as to whether this policy applies, they should operate on the basis that it does apply.

Bribery occurs when someone offers, seeks or accepts a payment, gift or favour that influences a business outcome improperly. The University has a zero tolerance approach to bribery or any other form of corrupt or dishonest behaviour.

University personnel will never seek, accept or give a bribe, facilitation payment, kickback or other improper payment.

Guidance to staff

If you have any concerns that an action or suggested action may constitute bribery or fraud, contact your line manager or a member of Directorate. If you believe you are being put under duress to accept or condone a bribe, you should seek advice and support immediately, either from your line manager or a member of Directorate. If you are still uncomfortable or are concerned by the actions of others, you can make use of the confidential Whistleblowing provision, as outlined in the separate Whistleblowing Policy. Copies of the Whistleblowing Policy and Anti-Bribery Policy are available on the University website and intranet pages.

Ethical Principles and Practice

In September 2010, the University Senate approved an Ethical Principles and Practice Policy statement. The purpose of this policy statement is to provide guidance to individual staff on the ethical framework within which the University seeks to conduct its academic activities and on the processes that the University uses to ensure compliance with the highest ethical standards.

All activities and practices carried out by the University and its employees must comply with the University’s ethical standards as set out in that statement.

FREEDOM OF INFORMATION ACT COMPLIANCE

As a public body, the University is subject to the Freedom of Information Act 2000, under the terms of which our most important obligation is to respond to any written request for information which we receive from the community. Unless an exemption applies (for example, the data requested is about an individual and so subject to the Data Protection Act, or the release of the information might potentially lead to a crime being committed) we must provide the data requested within 20 working days.

If in doubt as to how to deal with such request you should contact the Information Manager, Library and Learning Resources (Tel: 5288), as soon as possible. Although some faculties and departments may have established procedures for the answering of routine queries, the responsibility for considering exemptions and possible refusal of a request for information lies with the Information Manager; refusal should not be made by anyone else.

SAFEGUARDING

Birmingham City University takes seriously its responsibilities to safeguard and protect the welfare of children with whom its staff and students come into contact. The University has a legal and a moral duty of care to students under the age of 18 years, and to its staff in adopting procedures which will safeguard and protect their interests whilst undertaking work with children. The procedures that apply in respect of child protection also apply where vulnerable adults receive University services. If you are likely to come into contact with children under the age of 18 or vulnerable adults, you should familiarise yourself with the University’s Child Protection Policy, available on the intranet, and you will also be required to attend a Child Protection Training Course in accordance with the advertised schedules.

DRESS CODE

Birmingham City University does not impose a dress code, since it is assumed that people who take a pride in their work will dress appropriately. However, staff are expected to dress in a manner that is suitable for their working environment. Employees having contact with the public are expected to take special care that their dress and personal appearance is smart, clean and tidy and creates a positive impression.
If you are provided with a uniform you are expected to wear it and ensure that it is kept in a clean and well maintained condition.

**CHANGES IN PERSONAL DETAILS**

It is important that you notify Human Resources of any changes in your personal details without delay. This applies particularly to your home address, telephone numbers, bank details, emergency contacts, etc.

You can do this either by writing to the Human Resources Department or through the self-service function on the Human Resources Intranet. You will need to request access to MY-HR from the Human Resources Department.

**TRADE UNION RELATIONSHIPS**

You have the right to belong to any Trade Union of your choice. Any Trade Union officer or representative may accompany you at Grievance, Disciplinary or Dismissal proceedings. It remains your absolute right to be represented in the case of a dispute by a member of your trade union.

The University will consult as appropriate with relevant trade unions on matters concerning the welfare or working conditions of employees. The University has formally recognised UCU in relation to certain categories of employment.

Staff who are officials of recognised independent trades’ unions have the right to reasonable paid time off to carry out their duties related to negotiations with their employer or when representing a member at a disciplinary hearing. All Union members have the right to reasonable unpaid time off to take part in trade union activities.