



staff handbook
Liverpool John Moores University

A – Z INTRODUCTION

This A to Z version of the Staff Handbook has been developed to provide all members of staff and new starters with the essential information they require on Liverpool John Moores University and in particular, matters which affect their rights and their obligations as employees.

Any questions or points of clarification on Liverpool John Moore University’s employment policies, practices and procedures should be raised in the first instance with the appropriate Manager who may then refer to Human Resources for advice and guidance.

The electronic version of this Handbook will always be deemed to be the extant and most up-to-date version. In addition to the receipt of a copy of this handbook, all new members of staff will receive a copy of the Induction Booklet and an individual Induction and Professional Development Programme which will be completed locally with the support of their line manager. The objective of the programme will be to assist them in obtaining the knowledge and skills necessary to enable them to settle into and perform their new role effectively.

GLOSSARY OF TERMS

Every organisation uses its own jargon which can be confusing. Listed below are some of the acronyms and phrases most commonly used in this handbook and which you may come across in your first few weeks at LJMU.

BIS	Department of Business, Innovation & Skills
DSA	Disabled students allowance
ELB	Education and library board
HASWA	Health & Safety at Work Act
HEFCE	Higher Education Funding Council for England
HEQC	Higher Education Quality Council
LEA	Local Education Authority
LSU	Liverpool Students Union
MAB	Modular Assessment Board
PAB	Programme Assessment Board
QAA	Quality Assurance Agency
SAAS	Students Awards Agency Standard
SLC	Student Loans Company
UMF	University modular framework

MISSION OF LIVERPOOL JOHN MOORES UNIVERSITY

‘Our mission is to serve and enrich our students, clients and communities by providing opportunities for advancement through education, training, research and the transfer of knowledge’

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A TO Z OF LJMU POLICIES AND STRATEGY DOCUMENTS (EXCLUDING HR'S)

An A to Z of LJMU Policies and Strategy Documents (excluding HR's) can be found on:
<http://www.ljmu.ac.uk/atoz/65747.htm>

A TO Z OF ALL HR POLICIES, PROCEDURES AND GUIDELINES

All HR policies, procedures and guidelines can be found on:
<http://www.ljmu.ac.uk/personnel/87114.htm>

ABSENCE POLICY

The University's Absence Policy has recently been developed in consultation with our recognised trade unions.

The Policy and its associated Guidance Notes for:


- All Members of Staff
- Occupational Sick Pay
- Statutory Sick Pay
- Sickness Administrators
- Managers
- HR Advisers
- Managing Persistent Intermittent Sickness Absence
- Managing Long Term Sickness
- Occupational Health Referrals

can be found on the HR website in the A-Z of Policies, Procedures and Guidelines section on <http://www.ljmu.ac.uk/personnel/87114.htm> The aims of the University's policy on sickness absence is to provide a supportive environment for staff who are affected by ill health, treating them sympathetically, fairly and consistently whilst providing support wherever possible to assist in their recovery whilst safeguarding their employment.

The development and encouragement of a positive culture within the University towards attendance at work should both increase motivation and staff morale with a consequent reduction in sickness absence.

ABSENCE REPORTING

If you are away from work due to sickness you must ring in within one hour of your normal start time and notify your line manager or, if unavailable, the Sickness Administrator of your absence. You should ring in personally or, in exceptional circumstances (for example admittance to hospital), arrange for someone else to ring in if you unable to do so. The following information should be provided:-

- 
- General nature of the absence
 - Likely duration of the absence
 - A contact telephone number where you may be reached
 - If appropriate, the position in relation to current workload should be discussed in order to reschedule meetings and/or help with cover arrangements for teaching or other commitments

Communication by text for sickness notification is deemed not to be an acceptable method of communication by LJMU and therefore any text messages regarding absence will be disregarded and you will consequently be recorded as being on unauthorised (unpaid) absence.

You are required to complete a self certificate for every period of sickness absence (including half days). This can be done on Staff Infobase on your return to work. Should members of staff not have direct access to a PC, then a paper version (available from your Sickness Administrator) may be completed. This must be passed to the Sickness Administrator to process electronically. If self service sickness reporting is in operation, you will receive an automatic workflow e-mail reminder of the need to self certify together with guidance on how to do this.

Absences lasting beyond 7 days (including weekends and public holidays) must be covered by a medical certificate. The medical certificate must be forwarded to your Line Manager or Sickness Administrator to reach them on or before the eighth day of absence or as soon as is practicable. If more than one medical certificate is required for any period of absence, you must keep the Manager or Sickness Administrator informed of developments on a weekly basis, if appropriate. Absences not covered by medical certificates will be regarded as unauthorised and the member of staff will not be paid.

Upon return to work, you must attend a Return to Work interview with your Line Manager. The length and depth of interview will depend upon circumstances. Failure to follow the correct notification procedure, submission of medical certificates and/or failure to attend meetings without a reasonable explanation may result in action being taken under the disciplinary procedure.

If you work two contracts/split shifts, ie morning and evenings, it should be noted that if you report sick for the morning shift, you would be classed as being unfit for work for the whole day and not allowed to work the afternoon shift only.

If you have any queries about sickness absence reporting procedures talk to your local Sickness Administrator, your Manager or your Human Resources Adviser. LJMU Absence Policy and the associated guidance documents can be found on <http://www.ljmu.ac.uk/employ>

ACADEMIC CALENDAR

A full copy of the academic calendar can be found on the University Website <http://cwis.livjm.ac.uk/academiccalendar/>

Some courses may vary from the standard calendar so staff are advised to check with Programme Handbooks.

ACADEMIC ENHANCEMENT UNIT (AEU)

The Staff Development, Learning Development and Quality Support teams have been brought together as an integrated Academic Enhancement Unit. The key strategic focus of AEU is to support all staff in delivering and assuring an excellent student experience, enhanced by high quality professional development.

AEU team members consult with Deans, PVCs, School/Service Directors and Managers and University staff with specialist knowledge and skills to help achieve strategic priorities by:

- Initiating interventions to meet organisational development needs
- Facilitating professional development for staff that teach and support learning, research staff and Post Graduate Researchers and professional services staff
- Providing advice and support for Faculties/Schools/Programmes on all aspects of curriculum development and review
- Delivering bespoke Continuous Professional Development (CPD) to address outcomes from the Personal Development and Performance Review process
- Delivering Institute of Leadership and Management (ILM) accredited development programmes
- Providing psychometrics testing, one-to-one coaching and mentoring
- Monitoring and evaluating the impact of CPD in order to enhance LJMU's overall performance

For further information please view our web site:

http://www.ljmu.ac.uk/Academic_Enhancement/index.htm

Sponsorship for Professional Development

The University considers requests for financial or other support, such as time off for attendance, to assist members of staff who wish to gain a professional qualification and progress their professional development. Requests are made to Faculty and PVC line managers who agree the level of support LJMU is willing to offer staff members.

The Right to Request Time Off for Training Policy and Procedure can be found on: <http://www.ljmu.ac.uk/personnel/87114.htm> and the LJMU Sponsorship Policy for CPD/HE Study and Vocational Qualifications can be found on <http://www.ljmu.ac.uk/csd>

ACADEMIC FREEDOM

The University fully supports the right to academic freedom. All staff at LJMU are free to explore, research and publish opinions, including controversial opinion, based on fact, but should note that academic freedom does not give immunity from the law or from personal liability. Any views expressed in public are always those of the individual and are not to be expressed as those of or on behalf of the University.

Comments, opinions and statements made in the public domain should always be cleared by the press office staff who can provide advice and guidance on dealing with journalists in print and broadcast media. For further information contact the Press Office.

ACCESS TO WORK SCHEME

The Employment Services offers assistance to both employers and disabled employees to meet their obligations. The scheme, known as Access to Work, provides for:

- A full professional assessment of a disabled employee's needs
- Financial assistance with equipment, building adaptations and/or personal assistance to allow a disabled person to take up employment
- Assistance with travel costs
- Sheltered employment schemes


Further details can be obtained through Disability Employment Advisers based at the Job Centres or directly from the Access to Work Operational Support Unit on 0141 950 5327 or 0845 602 1358. <http://www.ljmu.ac.uk/EOU/>

ACCIDENT AND INCIDENT REPORTING

The University has a legal duty to report certain accidents and dangerous occurrences to the Health and Safety Executive, by virtue of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In its Guidance HS (G) 245, Investigating Accidents and Incidents, the Health and Safety Executive advises that all adverse events are reported, and investigated further, dependent on the potential consequences and likelihood of the adverse event recurring.

Regulation 5 of the Management of Health and Safety at Work Regulations, 1999 require LJMU to plan, organise, control, monitor and review its health and safety arrangements. Health and Safety investigations are an essential part of this process.

Accident/incident report books, available from the Health and Safety Unit, are held locally by First Aiders, in reception areas, and by local Health and Safety Officers. These forms should be used to report the fact that an adverse event has taken place, and to provide sufficient information to determine the level of subsequent investigation, if required.



Where accidents result in minor injuries, the supervisor will complete part 1 of the accident/incident report form. Part 2 of the Accident/Incident Report form will be completed by a member of the Health and Safety Unit, summarising the outcome of any subsequent investigation that may have taken place.

Where accidents result in serious injuries or illness, and as soon as it is made known to the supervisor or another manager, the Health and Safety Unit must be informed by the quickest possible means i.e. by telephone. The Health and Safety Unit will notify the Health and Safety Executive.

The Health and Safety Unit monitors all reported incidents to identify any trends or areas of particular concern indicated and reports to the University Health and Safety Committee progress on remedial action identified by investigations.

The Annual Health and Safety Report to the Strategic Management Group and the Employment Committee of the Board of Governors contains a section on adverse events. Detailed procedures are contained in SCP 7, which can be found on the Health and Safety Unit's website.

ACCIDENTS AND THIRD PARTY CLAIMS

A member of staff who is absent from work as a result of an accident will not be entitled to occupational sick pay (OSP) if damages are receivable from a third party.

In such cases the University will pay occupational sick pay to the individual concerned subject to them undertaking to refund to the University from any damages they receive the total amount of OSP for the period of absence concerned, or a proportion thereof as determined by the University, having considered the amount of damages recovered.

In such cases, a period of absence for which a total refund of OSP has been made, the University will not take this period of absence into account for the purposes of deduction from the individual's OSP entitlement. If a partial refund is made it will be at the University's discretion as to what extent the period of absence will be deducted from the individual's entitlement.

In all third party claims the University is contacted regarding confirmation of the earnings lost by the individual concerned for the period of absence from work.

Reference should be made to the Absence Policy and associated Guidance Notes <http://www.ljmu.ac.uk/employ>



ADDITIONAL ANNUAL LEAVE SCHEME (UNPAID)

In order to assist staff with their work-life balance, the University introduced an additional annual leave scheme in September 2010. In agreement with your line manager you will be able to take unpaid annual leave in blocks of a week from a minimum of 1 week up to a maximum of 4 weeks within the holiday year. Further details of the scheme can be found on <http://www.ljmu.ac.uk/employ>

ADOPTION LEAVE

Adoption Leave is available to individuals who adopt and to one member of a couple where a couple adopts jointly. The partner of an individual who adopts, or the other member of a couple who adopts jointly, may be entitled to paternity leave and pay.

Adoption and paternity leave are available whether a child is being adopted from within the UK or from overseas.

To qualify for adoption leave, the member of staff concerned must be newly matched with a child for adoption by an approved agency and have worked continuously for LJMU for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

Adopters are required to inform their employers of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption and must also provide documentary evidence from the adoption agency of their entitlement to Statutory Adoption Pay.


Please refer to the Adoption Leave Policy for full details on <http://www.ljmu.ac.uk/employ>

AGE EQUALITY

The University is committed to promoting an ethos that safeguards the dignity and wellbeing of everyone and encourages practices that take into account the rights of individuals to be treated with dignity and respect. It recognises that age discrimination, harassment and victimisation may be experienced by all in a number of ways, including day to day interaction with colleagues, peers, visitors and students.

The University seeks to eliminate all forms of age discrimination and prejudice, both overt and covert, as such behaviour is unacceptable, discriminatory and unlawful. LJMU is committed to treating staff, students and others fairly, regardless of their age and will not condone unfavourable treatment on this basis.

It recognises the valuable contributions made by staff and students of all ages, in terms of qualities of experiences brought to learning, teaching, support services, research, consultancy, enterprise, administration and management.



The University also recognises that “ageism”, discrimination against people based on assumptions, perceptions and stereotypes about age, is common in our society, and will consequently work towards becoming an “age positive” organisation.

All line managers, as part of their managerial responsibilities, have a professional as well as legal obligation to eliminate age discrimination and ageism of which they are, or should be, aware. All individuals will be personally accountable for their behaviour, actions and/lack of actions, in cases of complaint of harassment.

Any incidents of bullying, harassment and/or victimisation on the grounds of age will be taken seriously and could provide grounds for disciplinary action that may lead to dismissal or expulsion from the University.

Further information can be found in the University’s Age Equality Policy or on <http://www.ljmu.ac.uk/employ/>

ALCOHOL

It is generally accepted in our society that drinking alcohol is a pleasant activity. For many people it is a part of our normal way of life. At the same time there is a growing awareness that drinking alcohol should be kept within sensible, health limits. Alcohol misuse affects not only the individual concerned but also those around him or her, whether they are family, friends or colleagues. The University has a strict policy on the consumption of alcohol. Further information on the alcohol code of practice can be found on the University website at: <http://www.ljmu.ac.uk/hsu>

ALUMNI ASSOCIATION

If you are an alumnus of LJMU, Liverpool Polytechnic or any of our other former institutions, there are lots of reasons why you should join the alumni association - it’s free, you can search for and reconnect with classmates, attend the events they organise, take advantage of the special offers they negotiate for you... these are all good reasons.


Please register your details on the Alumni website at www.ljmu.ac.uk/alumni so they can keep in touch regularly to provide you with updates on their plans and aspirations; you may find that you are able to help out with some of them.

If you would like to contribute to their work in any way, please get in touch and they can discuss how you might get involved. When you sign up you will be able to avail yourself of the alumni benefits package plus a variety of services and information.

ANNUAL LEAVE

The University annual leave year for all staff runs from 1st September to 31st August.

Entitlement to holiday is according to terms and conditions of service as quoted in your letter of appointment and/or contract of employment. In addition, all members of staff are entitled to 8 statutory days, plus 2 extra days holidays which are included in the Christmas closure period unless your contract states otherwise.



The dates and period of holiday absence must be agreed with the relevant member of the Senior Management Group or an appropriate line manager so delegated by him/her. Requests for holiday absence will not be unreasonably withheld.

Staff are expected to take their full holiday entitlement. Requests to carry forward leave will not normally be sanctioned, except with the express authority of the relevant Director/Head and then only in exceptional circumstances and to a maximum of five days. For leavers, holiday entitlement will be calculated according to the number of completed months worked prior to the date of leaving, and payment is made in lieu of holidays not taken, or a deduction made in respect of holidays taken in excess of entitlement. Holidays should be taken within the notice period and only be paid in exceptional circumstances.

In cases of summary dismissal, there will be no entitlement to holiday pay under the contract of employment beyond that guaranteed by statute.

ANTI BRIBERY POLICY

The University values its reputation for ethical behaviour and financial probity. Members of staff must comply with the University's Anti Bribery Policy at all times. The policy provides a coherent and consistent framework to enable staff to understand and implement arrangements enabling compliance with the Bribery Act 2010. Staff must not deliberately offer, promise or give a bribe, whether cash or other inducement or deliberately request, agree to receive or accept a bribe whether cash or other inducement in order to obtain or retain business or an advantage in the conduct of business. Failure to comply with the Anti Bribery Policy may result in dismissal and legal action. Further information can be found in the Anti Bribery Policy on <http://www.ljmu.ac.uk/employ>

APPEALS PROCEDURES

A member of staff, against who disciplinary action has been taken, shall have the right of appeal. In the case of dismissal, the appeal shall be to the Board of Governors. In all other cases, including where gross misconduct has been alleged but the individual has not been dismissed appeals shall be heard by the Vice Chancellor or their nominee.

All disciplinary appeals excluding dismissal must be lodged in writing to the Director of Human Resources within 14 days of the date on which the written confirmation of disciplinary action was issued. In the case of appeal against dismissal the appeal should be lodged in writing with the Pro Vice Chancellor (Admin & HR) & University Secretary within 14 days of the date on which the written confirmation of the disciplinary action is issued. <http://www.ljmu.ac.uk/employ>

APPRAISALS

Refer to the section on Personal Development & Performance Review Scheme (PDR).

AVCs AND BUYING ADDITIONAL PENSION

With both the Teachers Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) it is possible to top up your pension with Additional Voluntary Contributions (AVCs) and/or buying additional pension.

This process can be completely individualised to suit your circumstances. If you are interested in finding out more about these pension options, please contact the Pensions Liaison Manager to make an appointment to discuss your specific requirements.

<http://www.ljmu.ac.uk/employ/>

BENEFITS FOR STAFF

The Staff Benefits Booklet captures all of the benefits LJMU staff are entitled to. These benefits have been grouped into categories to make them easier to find.

- **Money** – supporting you in your financial needs, now while you are working, in the future when you have retired and covering you in case you cannot work
- **Health** – keeping you fit and healthy; helping to prevent you getting ill and supporting you when you are
- **Development** – it is important that we all continue to learn and develop and there are plenty of learning opportunities available to you
- **Benefits** – making the most of being part of a large organisation
- **Flexibility** – you have a life outside of work and sometimes you will need the flexibility to balance this with the needs of your job. LJMU has a range of approaches covering many different situations
- **Community** – this is your chance to put something back into the community. You can take part in the LJMU community by joining various groups and networking with people who have the same interests as you

The Staff Benefits Booklet contains the benefits that are available to staff. A copy can be found on the HR website <http://ljmu.ac.uk/employ>

BENEFITS PLUS

Benefits Plus can be found on the HR website. It provides staff with links to special offers that may be of benefit to them. The offers will change periodically without advance notice. (Please note that LJMU does not promote or endorse any of the products or services of any third party.)



BRAND GUIDELINES

Our corporate visual identity is a registered trademark and is one of the key elements that signifies the University. The main component of this is our logo consisting of a navy square, the liver bird and the words Liverpool JMU.

Other elements of the corporate identity are our ethos – ‘Dream Plan Achieve’ – the corporate colour palette, and use of images and text for publications, the website and other marketing materials. Sub-branding is strictly limited in order to maintain the integrity of the LJMU brand. Corporate Communications can advise on the use of branding within the University. Full guidelines are available at:

<http://www.ljmu.ac.uk/corporatecommunications/>

BRIBERY ACT

Refer to the section on Anti Bribery Policy.

BUDDY SCHEME FOR NEW PARENTS


Becoming a parent is a major life event. Your life can be turned upside down with this new person around and your feelings and attitudes towards life and work can change dramatically. It is an enormous help if you have someone you can talk to about combining work and parenthood. With this in mind, the University has developed a new parent Buddy Scheme. Further information can be found on <http://www.ljmu.ac.uk/employ>

BULLYING/HARASSMENT

The University is committed to promoting an ethos that safeguards the dignity and wellbeing of everyone and encourages practices that take into account the rights of individuals to be treated with dignity and respect. It recognises that discrimination, bullying and harassment may be experienced by all in a number of ways, including day to day interaction with colleagues, peers, visitors and students.

The University seeks to eliminate all forms of bullying and harassment as it recognises that such behaviour is unacceptable, discriminatory and, in certain circumstances, also unlawful. Individuals may be unaware of the effect of their behaviour on others and, therefore, everyone should take care to avoid giving unwanted offence. The University expects all staff, students, visitors and contractors to support the establishment of a pleasant working and learning environment that is free from bullying, harassment and discrimination. If, however, bullying and harassment does occur, there are a number of actions that individuals, or anyone who is aware that bullying and harassment may be occurring, can take.

Any incidents of bullying or harassment that do occur will be taken seriously and could provide grounds for disciplinary action that may lead to dismissal or expulsion from the University. Furthermore, individuals who harass or bully may be subject to criminal and/or civil prosecution. All line managers, as part of their managerial responsibilities, have a professional as well as legal obligation to eliminate bullying or harassment of which they



are, or should be, aware. All individuals will be personally accountable for their behaviour, actions and/or lack of actions, in cases of complaint of harassment or bullying.

Information on responsibilities, what an individual should do if they feel they are being subjected to bullying or harassment and the procedures for dealing with such incidents can be found in the University's Policy on Bullying and Harassment. <http://www.ljmu.ac.uk/employ/>

BUSINESS DEVELOPMENT CENTRE

The Business Development Centre (BDC) manages the Commercial Enterprise and Technology Transfer activity of LJMU which is one of the four core business processes of the University.

LJMU is proud to be one of the top Universities in the country for this activity. Commercial Enterprise and Technology Transfer adds value to:

- External business/industry clients from the public, private and third sectors
- Teaching
- Research
- Students and the learning experience

The BDC is the base for a dedicated team of professionals whose role is to support you in your commercial enterprise and technology transfer activity. This may include consultancy, contract research, bespoke training, Continuing Professional Development, Knowledge Transfer Partnerships, intellectual property protection and commercialisation. The BDC is also home to Student Enterprise, responsible for student entrepreneurship training and support.

The BDC's approach is that you are the expert at what you do and have unique customer and market awareness. Their expertise lies in the processes involved in delivering a successful partnership with business and industry.

They can offer support around:

- Liaising with clients from across business sectors
- Creating a 'package' of support for clients
- Pricing
- Contract management
- Communications and marketing
- Cross-Faculty collaboration
- Relationship Management
- Funding
- Intellectual Property protection
- Commercialisation of technologies and business ideas
- Entrepreneurship training

- Start-up business advice

Further information can be found on www.ljmu.ac.uk/business Phone: 0500 876 543;
Email: bdc@ljmu.ac.uk

BUYING BACK YEARS/AVC's

Refer to section on AVC's

CAMPUS DEVELOPMENTS

LJMU's campus development programme is radical but it is based on a vision that LJMU can be a university with buildings and facilities that inspire and motivate everyone to use them. Well designed buildings can and do play a significant factor in the recruitment and retention of staff and students, reducing overheads and inefficiencies.

When LJMU's 10-year campus development programme is completed in 2013, the University will have invested £180 million in upgrading existing properties and developing new buildings with facilities unrivalled elsewhere in the North West.

For more information visit: www.ljmu.ac.uk/campusdevelopments

CAMPUS SOLUTIONS

Oracle Campus Solutions will replace the current University computer data base for students (OSS) commencing in the latter part of 2010. Oracle Solutions is a more user-friendly successor to the current system, featuring enhanced self-service functionality, better integration with other systems, and a large, global customer base.

The major objective of the transition to Campus Solutions is to implement a system which is useful, usable and used and therefore achieve significant change in the way that students and particular staff interact with Information Systems. This will represent a major cultural and behavioural change, particularly for staff, and through efficient, effective service delivery will maximise the resource that can be directed to student-focused, value-adding activities.

A phased 'go live' will enable the new student records system to fully accommodate new initiatives due to reach fruition during 2010/11. OSS will continue to be used in parallel with Campus Solutions until the new records system is fully live.

CAMPUSES

Liverpool John Moores University is based on three campuses:

- **City Campus**: which encompasses Byrom Street, Tithebarn Street, Trueman Street and Kingsway House
- **IM Marsh Campus**: which is based out in Aigburth, South Liverpool
- **Mount Pleasant Campus**: which encompasses all buildings in the Rodney Street and Maryland Street area and includes buildings housing the Faculties of Business and Law and Media, Arts and Social Sciences

CAPABILITY

The University has a policy with regard to employee capability due to long term sickness. A capability hearing may also be arranged in cases of long term sickness, which are not deemed appropriate for medical retirement.

Appropriate support can then be arranged. This may include external specialists to assist the employee with their return to work. This is particularly relevant where an illness is deemed to fall within the scope of the Disability Discrimination Act. Further information is available from Human Resources and at <http://www.ljmu.ac.uk/employ>

CAR PARKING

The University has limited parking for staff permit holders in the City Centre and at the I.M. Marsh Campus, accessible from the Holmefield Road entrance. An application form for a parking permit can be obtained from Security Services on 231-2556. All vehicles must display a parking permit at all times. The charge for a parking permit is currently £35 per month (2010/11), which is deducted via salary. Deductions are made all year round including periods of sickness and annual leave. The parking system is strictly enforced. To stop deductions being made you must send authorisation to payroll.


Parking on University sites is subject to University Regulations; a copy is obtainable from Security Services on the above number or on the website. Failure to comply with parking regulations or display the permit may lead to vehicles being wheel clamped, for which a release fee will be charged. <http://www.ljmu.ac.uk/PRS/security/>

CARBON MANAGEMENT POLICY

“Climate change” describes the recent shifts in global temperature and has been linked to carbon emissions associated with human activities.

LJMU recognises that its activities have an impact upon the environment and as such remain committed to a policy of reducing our carbon dioxide and other greenhouse emissions. The Carbon Management Policy and the Carbon Management Plan can be found on the Sustainability website <http://www.ljmu.ac.uk/Sustainability/102266.htm>
Also refer to sections on Sustainability and Energy and Water Conservation.

CATERING SERVICES



Each catering unit is different in design, mix of students and quantity of staff employed although the core trade is the same throughout the University. Each unit has the scope and the flexibility to produce daily specials to suit the requirements of their customers.

Catering Units

- Avril Roberts Refectory
- Henry Cotton Refectory
- IM Marsh Refectory
- James Parson Refectory
- John Foster Refectory
- James Parsons Common Room

Reference should be made to the website for the current opening times. Please note that opening times may vary.

Catering Requests

Catering requests should be made via Catering@ljmu.ac.uk

Special Dietary Requirements

All catering units have a selection of special dietary foods available on a call order basis. Please make your requirements known to staff at your local outlet. People with food allergies should speak to the catering unit. LJMU refectories also aim to reflect the diversity of the staff and student body through providing vegan/vegetarian food; seafood; various meal dishes including Halal and Kosher. Please see the menu for updated information at the refectory near to your place of work.

Vending

Vending machines are available and located throughout the University. If you experience any problems with vending please contact 231-5505. Please visit the web pages at the following address <http://www.ljmu.ac.uk/prs> where you will be able to visit any of the unit pages for further information.

CERTIFYING SICKNESS ABSENCE

Refer to section on Absence Reporting.

CHANGE MANAGEMENT

At any given time LJMU requires the appropriate profile to deliver its Corporate Strategic Plan in line with its behavioural core values. In addition, the University recognises and accepts its responsibility to provide job security for its staff as far as is reasonably possible. It also recognises the value of retaining skills and knowledge within the organisation and is committed to the principle of attempting to avoid redundancy in times of organisational change through fair and systematic application of redeployment arrangements. However, it may not always be possible to secure alternative roles for those displaced as a result of organisational change, in which case redundancy situations may be unavoidable.



Further information on handling organisational change can be found in the Change Management Policy <http://www.ljmu.ac.uk/employ>

CHILDCARE VOUCHERS

LJMU offers childcare vouchers to its staff using the kidsunlimited virtual vouchers scheme. These allow staff to save money on the cost of their childcare. Childcare vouchers are exempt from tax and national insurance (up to a capped value of £243 per month). Those who participate in the scheme have the value of their vouchers deducted from their gross salary each month – up to a maximum of £243. The University will transfer this money to kidsunlimited who pay your child carer direct. If you participate in the scheme at the maximum level of £243 per month, basic rate tax payers could save up to £904 per year and higher rate tax payers could save more (2010 rates).

Kidsunlimited vouchers can be used for any registered childcare provision – childminders, after school clubs, as well as day nurseries which may care for your child up to the age of 16 and summer camps. To be eligible, nannies must register through the childcare approval scheme. All LJMU members of staff who receive a regular monthly salary from the University and who have parental responsibility for any child(ren), including stepchildren, are eligible to join the scheme.

In addition from January 2010 kidsunlimited have incorporated wellbeing benefits into their childcare vouchers. These benefits are designed to provide advice, assistance and guidance to help you with the challenges of raising a family.


Full details of the scheme, including a savings calculator can be found on the virtual vouchers website <http://www.kidsunlimited.co.uk>. An information booklet on the LJMU Scheme can be found on the Human Resources (HR) website: <http://www.ljmu.ac.uk/employ>. To join the scheme download the agreement form from the website and send the completed form to the HR Department.

CODE OF CONDUCT FOR STAFF

The purpose of the Code of Conduct for Staff is to promote high standards of conduct from all LJMU staff. It applies to all staff engaged on LJMU business in or outside UK, including those holding honorary or visiting appointments.

The University seeks the co-operation of staff to ensure compliance with the Code of Conduct. The Code covers expected conduct, equal opportunities, confidentiality and disclosure of personal information, public interest disclosure, university property, gifts and hospitality, exclusivity of service, health and safety, conflict of interest, breach of code, complaints and victimisation. Breaches of the Code of Conduct are likely to lead to disciplinary action. Further details can be found on A – Z of the HR web pages: <http://www.ljmu.ac.uk/personnel/87114.htm>

COLLABORATIVE RESEARCH IN ASSOCIATION WITH THE NHS



Where a member of staff or student wishes to conduct research in collaboration with the NHS or their research involves access to NHS staff, patients or premises they must ensure that appropriate ethical approval and Trust management approval is in place.

Ethical approval for research involving NHS staff, patients or premises should be sought from the National Research Ethics Service (NRES) in the first instance and, once full, unconditional ethical approval is obtained, the University Research Ethics Committee must be notified.

Staff and students undertaking research within the NHS may be required to obtain CRB clearance and an honorary contract via the NHS Research Passport system before individual Trust approval is given.

Research within the NHS is conducted in accordance with the NHS Research Governance Framework for Health and Social Care 2005 and researchers are advised to familiarise themselves with the principles of good research governance within the framework. The NHS Research Governance Framework requires that all NHS based research identifies an appropriate sponsor for the research. For all student research the University will act as sponsor for the research and in the case of individual staff research projects sponsorship arrangements should be negotiated in consultation with the relevant NHS organisations.

Further information can be found on the Research Support Office ethics WebPages

<http://www.ljmu.ac.uk/RGSO/93042.htm>.

COMMERCIAL ENTERPRISE AND TECHNOLOGY TRANSFER

Refer to the section on Business Development Centre.

COMMITTEE STRUCTURE


The current committee structure of the University can be found on

<http://www.ljmu.ac.uk/framework/index.htm>

COMMUNICATIONS

LJMU is a community of over 26,000 people based in locations all over the city. As a community it represents the equivalent of a small town, and as you might expect from such an interesting group of people there is always something going on at the University and effective communication is vital. News Update, accessed on the LJMU homepage www.ljmu.ac.uk provides staff and students with news and information from across the University including:

- Ground breaking research
- University news
- Staff and student achievements
- Forthcoming events and attractions



University publications, magazines and guides all rely upon good sources of information and would be useless without good staff input. All corporate official published material is produced by the Communications Team.

For more details please visit www.ljmu.ac.uk/corporatecommunications

The Communications Team can be reached on:

Press Office	ext. 3346
Publications/Branding	ext. 3400
Advertising	ext. 3292
Website	ext. 3313
News Update	ext. 3399

COMPUTER USE

Use of the University Computing Facilities is subject to adherence to the Terms and Conditions of Computer Use, Good Practise Guidance and the Operational Policies defined by Computing & Information Services. These can be found under Policies and Regulations on the CIS home page www.ljmu.ac.uk/cis/policies/65847.htm

All University staff and researchers are entitled to register as users of the University Computing Services. No person shall use the Computing Services without first becoming a register user. The University staff identity card shall represent authorisation to use the facilities.

Any person using the Computing Services shall be deemed to have accepted the Conditions of Use and be bound by them. Authorisation to use the Computing Services shall normally continue throughout the user's period of membership of the University, subject to compliance with these conditions.

All reasonable precautions must be taken to prevent the use of a user's computing resources by another person. In particular, a user must ensure that their password remains confidential to them. It is a disciplinary offence to use another user's computing resources.

Terms And Conditions Of Use Of Computing Facilities

The Terms and Conditions of Use of the Computing Facilities define the terms under which LJMU Computer Services are used. Serious breaches of these terms are dealt with under the University's Staff Disciplinary Procedures. Less serious breaches however still carry sanctions, which may be applied directly by Computing and Information Services.

Examples of misuse and sanctions applied can be found on:

<http://www.ljmu.ac.uk/cis/policies/65852.htm>

CONFERENCE AND EVENTS SERVICES

Conference and Event Services manage conference and event activity in partnership with both University and external clients by providing individual support, services and advice. The team manages the commercial hire of university facilities for the purposes of; conference, training, event and exhibition activity as well as managing the public spaces.



They also provide an Event Management service to members of the University who wish to run corporate or commercial events.

Please visit <http://ljmu.ac.uk/conferences> for information on the venues and facilities available or further information on this service. Alternatively the team can be contacted on 0151 231 3668 or 3511.

CONFIDENTIALITY

Each employee has a general duty of confidentiality relating to information, gained in the course of his/her employment, about the interests, clients or business of the university or its associated companies.

By the very nature of the work carried out in some departments members of staff are handling confidential information on a regular basis. In such cases, those employees have a specific duty of confidentiality with regard to that information.

COPYRIGHT

Copyright refers directly to the Copyright Act 1988, and the University adheres strictly to the guidelines laid down by the Act. Please note: Copyright exists in original literary, dramatic, musical and artistic works, in sound programmes and in typographical arrangements of published editions (books, journals, etc). Computer programmes are included as literary works. Copyright lasts for various lengths of time depending on the work, generally anything from 25 to 125 years.

The author/publisher is usually the owner of the copyright in a work and has the exclusive right to copy, issue copies to the public, perform, play and show to the public, broadcast including cabled programmes, adapt or act in the above ways in relation to the adaptation. Any person acting as above, without the permission of the owner or under a licence, is infringing copyright and is committing a criminal offence. Infringement also occurs when persons deal with, possess or import infringing copies, or allow copies to be made. The University holds some educational licences to allow some copying of published materials and off-air recordings to be made for academic purposes. These licences are very limited and so you should copy material with caution. The provisions of these licences are posted up by every photocopier and available on the L&SS web pages. You are expected to read and abide by the rules set out.

Anyone requiring further information relating to any aspect of copyright should contact the Director of Library & Student Support Services via staff in any of the Learning Resource Centres. Further details can be found at: <http://www.ljmu.ac.uk/lea/77385.htm>

CORE BEHAVIOURAL VALUES OF LJMU

The full realisation of our Mission can only be achieved by a collaborative approach on the part of everyone in the organisation, so that individual attitudes and behaviours are key to success. The behavioural values and conduct to which staff should aspire to, foster and sustain, are summarised as follows:

1. We put students and clients first
2. We are committed to excellence in everything we do
3. We respect and trust each other
4. We work as one team
5. We lead rather than follow; and defend independence of thought
6. We recognise and celebrate success
7. We take our work seriously, not ourselves.

COSHH – THE CONTROL AND USE OF HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require the University to:

- Undertake a risk assessment of work activities involving hazardous substances and share information regarding risk control measures with other relevant people.
- Provide measures to eliminate or reduce risks as far as is reasonably practicable
- Provide equipment and procedures to deal with accidents and emergencies
- Classify areas of specific high risk into zones, and mark the zones where necessary
- Provide information relevant to the hazardous substance
- Provide training either through the local workplace, a specialist facilitator or the Health and Safety Unit

Harmful substances are marked as or believed to be:

- Toxic or very toxic
- Harmful
- An irritant
- A carcinogen
- A sensitiser
- An asphyxiant
- Substances listed in EH40 (published by H&S Executive)
- Biological agents which may cause disease in humans
- Dust in high concentrations

For further details, contact your local Safety Officer, or the Health and Safety Unit. There are several Safety Codes of Practice and Guidance notes that are relevant. These can be found on the Health and Safety Unit's website <http://www.ljmu.ac.uk/hsu/index.htm>

COUNSELLING SERVICES

Confidential Telephone Counselling Helpline

The First Assist telephone counselling helpline service is available to staff who wish to seek independent confidential help and advice on a wide range of personal issues, such as bereavement, money troubles, family relationships, in fact just about anything that is bothering them or causing trauma.

This confidential service is available 24 hours a day 365 days per year to staff and their relatives who permanently live with them. All you have to do is ring the First Assist Advice & Counselling Division on 01455 255131 and quote the following verification number 33779. You will either be put straight through to a counsellor for an initial chat, or if you cannot speak to a counsellor immediately they operate a call back service, normally within the hour, or at a time to suit you. Further sessions can be arranged if required, although there are a maximum number of sessions under the scheme. First Assist can also put you in touch with specialist organisations relevant to your particular problem.

In the first instance members of staff who feel they are in need of counselling should contact this service. The LJMU Student Counselling Service, however, is still available to staff on a limited basis.

LJMU Counselling Services

The LJMU Counselling Services offers a space in which you can reflect and share your concerns with someone, a trained counsellor. Staffed by a team of qualified counsellors and a receptionist, the main service offered by the Counselling Service is free confidential one-to-one counselling to all LJMU staff and registered students. They also provide general information about counselling, operate a drop-in service and, by arrangement, and periodically offer group and skills training workshops.

The Counselling Service is located on the mezzanine level of Kingsway House, 24 Hatton Gardens. The service is open Monday – Friday 9.00 a.m. – 5.00 p.m. throughout the year except for public holidays and times when the University may be closed. The daily drop-in service is between 2.00 p.m. – 3.00 p.m. Monday – Friday.

With the exception of the drop-in service, and emergencies, you will need to make an appointment to see a counsellor. Appointments can be made by telephone on 0151-904-6123, by email counselling@ljmu.ac.uk or by coming along to the Counselling Service reception in Kingsway House, Hatton Gardens. The Counselling Services subscribes to the BACP Code of Ethics (British Association for Counselling & Psychotherapy). Further information can be found on www.ljmu.ac.uk/114146.htm



CRIMINAL CONVICTIONS/CRB CHECKS

LJMU like many other Universities has adopted a policy which is consistent with the UCAS application form and procedure for disclosure of criminal convictions. All applicants to LJMU are required to indicate on the application form whether or not they have criminal convictions. Whilst criminal convictions will not automatically preclude staff from working at LJMU, it is important to note that failure to disclose a criminal conviction may result in the offer of employment being withdrawn at a later date.

Staff may be required to undertake a criminal records check. This involves completing a Criminal Records Bureau Form and producing documents to verify the identity of the member of staff.

The Criminal Records Bureau (CRB) processes the form and returns the disclosure to Human Resources. A copy is also sent to the individual. For further information on the Criminal Convictions Policy you should contact the Director of Corporate Services.

CULTURAL AND RELIGIOUS OBSERVANCE

The requirement and need to pray in a particular form is a matter of personal choice based on the nature and depth of personal belief. Practising individuals should advise their line manager if they have any requirements for prayer. Appropriate University staff are responsible for seeking to accommodate individual spiritual needs, and ensuring a reasonable degree of respect and understanding.

Approved Absence for Cultural/Religious Festivals

Appropriate and sympathetic consideration will be expected from line managers to request for leave from staff wishing to participate in their cultural/religious festivals. It would be helpful if at the commencement of the leave year, or on joining the University, staff could advise their line manager of all leave requests for the coming year. Line managers should use the University regulations for granting annual leave or their discretion for time off in lieu, and in exceptional circumstances, unpaid leave to facilitate requests.

Whilst such requests will not be refused unreasonably without adequate explanation, it must be appreciated that managers must always ensure the effective delivery of service.

Further details can be found on the Equality & Diversity website:

<http://www.ljmu.ac.uk/eou>



CYCLE TO WORK SCHEME

As part of the University's commitment to support green travel initiatives, the University has teamed up with Cyclescheme Ltd, the number one provider of tax-free bikes for the Government's Cycle to Work Initiative. Utilising this initiative staff can make savings of between 30% and 50% depending on their personal tax band.

Further information, including a comprehensive list of frequently asked questions, can be found at www.cyclescheme.co.uk. Application can be made through the HR Website <http://ljmu.ac.uk/employ>

DATA PROTECTION

Liverpool John Moores University is registered as a Data Controller with the Office of the Information Commissioner (ICO), (registration number Z5616967), as required under the Data Protection Act (DPA) 1998. The University processes data relating to its current and former members of staff for a variety of purposes, in accordance with the terms of its data protection notification to the ICO.

The University has a data protection policy that provides summary guidance to staff on the control and use of the personal data. General guidance on confidentiality and the disclosure of personal information can be found also within the Code of Conduct for Staff. The Manager, Secretariat & Records Management is the Data Protection Officer for the University, and is the main contact for both general and specialist advice on applying the DPA and issues concerning personal data.

Further information, including the data protection policy and good practice notes can be obtained from the website at: <http://www.ljmu.ac.uk/secretariat/68133.htm>

DEATH IN SERVICE

Should a member of the University's staff die in service their manager is advised to notify Human Resources immediately who will notify the Vice Chancellor, the Strategic Management Group and pension agencies, where appropriate
<http://www.ljmu.ac.uk/employ>

DENTAL PLAN/HEALTHCARE SCHEME

Refer to section on Healthcare Scheme.

DEVELOPMENT

Refer to section on Staff Development Policy.



DEVELOPMENT FUNDING

The Development Funding Office exists to help staff capitalise on various funding opportunities that are available. These include a wide range of UK and European sources. The team can help with all aspects of securing funding such as identifying the most appropriate funding body for your project, or assessing the viability of a potential scheme. They can also help staff through the application process, contract negotiation and provide mentoring support when the project is up and running.

Development Funding are also involved in schemes such as Erasmus (part of the EU's Lifelong Learning Programme) which offers students the opportunity to study in a number of EU member states across a wide range of subject areas. Student and teacher mobility is promoted, as is transnational collaboration between Higher Education institutions.

Should you be in the initial process of designing a project or looking for potential funding contact the appropriate member of the team whose contact details can be found on the Development Funding website http://www.ljmu.ac.uk/development_funding/. Further information can also be found on their website.

DIGNITY AT WORK AND IN THE LEARNING ENVIRONMENT

Refer to the section on bullying/harassment

DISABILITY EQUALITY

The University is committed to challenging disability discrimination and inequality in all its practices and activities. It implements best practice, compliance with legislation and provides supportive measures to meet the specific needs of disabled staff, students, contractors and visitors. The University accepts and applies the definition of disability in accordance with the Equality Act 2010 and Special Education Needs and Disability Act 2001.

Wherever possible the University will provide reasonable adjustments to enable staff, students, contractors and visitors to carry out their responsibilities effectively. Where necessary a risk assessment may be undertaken and/or external specialist advice sought. The University respects the wish for confidentiality of disabled people. Therefore any support measure implemented will be mutually agreed and acceptable to the individual concerned.

The Equality Schemes and action plans can be found on the Equality & Diversity website <http://www.ljmu.ac.uk/eou>

DISCIPLINARY AND APPEALS PROCEDURES

The University's disciplinary rules and procedures are intended to promote fairness and equity in the treatment of individuals and in the conduct of employment relations. The procedures are designed to ensure that the standards of performance and the conduct at work necessary to achieve the corporate aims of the institution are adhered to and that any alleged failure to observe these standards is dealt with fairly and equitably. The disciplinary procedure does not form part of your contract of employment and will not have contractual effect. Copies of the disciplinary procedure are available on request from Human Resources and on the website <http://www.ljmu.ac.uk/employ>

DISCLOSURE UNDER THE PUBLIC INTEREST DISCLOSURE ACT 1998 (WHISTLEBLOWING)

LJMU is committed to maintaining the highest possible standards of honesty, openness and accountability and recognises that individual members of staff have an important role to play in achieving this goal.

Members of staff are usually the first to know when someone inside or connected with the University is acting illegally or improperly. The University encourages individuals with such knowledge, or reasonable suspicion, to voice their concerns but understands that people often feel apprehensive about taking such action.

LJMU takes all malpractice very seriously, whether committed by senior managers, staff, suppliers or contractors. The policy sets out the procedure by which members of staff can report concerns to the University.

Further details can be found on: <http://www.ljmu.ac.uk/corporate/68197.htm>

DRESS CODE

No specific formalities exist regarding female or male dress code at the University, other than in special circumstances where the wearing of overalls, protective clothing, and in specific cases the wearing of LJMU uniforms is appropriate. While the University does not prescribe the kind of clothes to be worn staff should bear in mind that there is a need for decency at all times.

The wearing of religious and cultural dress (including clerical collars, headscarves, kipa (skullcaps) and turbans) is allowable and will not be discouraged. An exception to this protocol is where the health, safety and welfare of the wearer is compromised by the wearing of such dress and/or where this is likely to enhance the risk to other persons. Further information can be found in the Religion and Belief Policy on:

<http://www.ljmu.ac.uk/eou/>

DRIVING ON LJMU BUSINESS

Refer to section on Insurance whilst driving on LJMU business.

DRUGS POLICY

Illegal Drugs

The University will seek to ensure that all members of staff and students enjoy a safe and secure environment. The University has adopted a policy, which aims to ensure that drug misuse can be identified, and the necessary help given. However if any cases of drug misuse directly affect the well being of any other member of the LJMU community, then the University reserves the right to employ sanctions against the person misusing the drugs. If the University becomes aware that its premises are being used to distribute illegal drugs then the police will be informed. Copies of the Illegal Drugs Policy are available on the website <http://www.ljmu.ac.uk/hsu>

DUTY OF CARE

The University is committed to providing an effective duty of care to its staff, students, all visitors and those affected by its activities. Duty of care is, essentially, a two-way responsibility wherein staff have an equivalent responsibility to the University. Staff are responsible for behaving and acting in a manner consistent with the University's values and are expected to behave in ways that assist the University's strategy and objectives and protect its reputation.

DYSLEXIA

Dyslexia constitutes a Special Educational Need as defined by the Special Educational Needs and Disability Act 2001. The University has produced the "Disabled Student Guide" which incorporates a section on "students who have dyslexia": <http://www.ljmu.ac.uk/studentsservices/welfare/60318.htm>. Staff who suspect that they may suffer from dyslexia should contact their HR Adviser.

E MAIL

Every computer user at LJMU receives an email address, which can be used to send emails both internally, and to users outside the University. Your LJMU email account is accessible from any LJMU networked PC, via Microsoft Outlook, the standard email client currently in use. In addition to this, email can also be read anywhere in the world via Microsoft Outlook Web Access, which requires nothing more than a web enabled computer.

The use of your LJMU email account is subject to the Terms and Conditions of Use of the Computing Services and Facilities.

Email is provided for responsible usage only. The abuse of email as outlined in the CIS Disciplinary Procedures is strictly prohibited. Where abuse is suspected, computer usage will be monitored, including access to email and files that are stored on the University's computer network.

EMPLOYEE PERSONAL DETAILS

Employees must notify the University immediately of any changes in their personal circumstances. This should be done electronically by accessing Staff Infobase on the LJMU homepage and changing the relevant details. It is important to keep your personal details updated: <http://www.ljmu.ac.uk/staff>

EMPLOYEE'S PROPERTY

The University cannot accept responsibility for loss or damage to employee's property. However, any such occurrence should be reported to management for investigation. Management will provide lockers or lockable drawers wherever possible.

ENERGY MANAGEMENT POLICY

LJMU is a large organisation with the potential to have a harmful impact on the environment. As a responsible organisation the University is committed to minimising this potential without compromising its operational efficiency. By minimising the amount of energy and water consumed within our premises the University will reduce harmful emissions into the atmosphere and also reduce our costs.

In line with government strategies for Climate Change and to promote Sustainable Development the University will wherever possible reduce its reliance on fossil fuels by increasing the energy efficiency of our premises and equipment and by seeking cleaner greener energy supplies.

Further information can be found in the Energy Management Policy on the Sustainability website <http://www.ljmu.ac.uk/sustainability>. Also refer to the section on Energy and Water Conservation.

ENERGY AND WATER CONSERVATION


Saving Energy

Using energy probably causes more environmental damage than almost any other human activity yet most people have not reacted to the link between the energy that they use and its impact on the environment.

Saving energy means:

- More efficient use of resources
- Lower emissions of carbon dioxide
- Reduced impact on Global Warming

There are some simple ways you can stop wasting energy and money now in both the work place and the in the home. These can be found on the Sustainability website under Utilities: <http://www.ljmu.ac.uk/sustainability>



More information can also be found on the following external website Energy Saving Trust, Carbon Trust and the Department of Energy and Climate Change (links can be found on the Sustainability website)

Saving Water

If everyone in the North West ran a tap for one minute every day it would be enough in a year to fill a major reservoir. Practices to save water can be found on the Sustainability website under Utilities <http://www.ljmu.ac.uk/sustainability>.

More information can be found on the following external website Energy Saving Trust, Carbon Trust and the Department of Energy and Climate Change (links can be found on the Sustainability website). Also refer to sections on Sustainability, Environmental Policy and Carbon Management Policy

ENVIRONMENTAL POLICY

As part of its corporate identity, the University is committed to the implementation and promotion of sustainable policies which aim to minimise environmental impact wherever it occurs, and maximise energy efficiency, resource conservation and the recycling of waste. In accordance with its role as a provider of quality education, the University will seek to integrate environmental principles into the curriculum, research activities, staff development and in its relationships with the wider community.

The Environmental Policy can be found on the Sustainability website:

<http://www.ljmu.ac.uk/sustainability> Also refer to the sections on Sustainability, Energy & Water Conservation and Recycling.

EQUALITY ACT 2010


The Equality Act became law in October 2010 and brings together the numerous separate pieces of equality legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) into one single Act to help strengthen and simplify the equality law so that issues of discrimination and inequality can be tackled more easily.

We will continue to update the relevant University policies and procedures as the different parts of the Act are brought into force. Information on the Equality Act 2010 can be found on the Equality and Diversity website: www.ljmu.ac.uk/eou/index.htm

EQUALITY & DIVERSITY POLICY AND MONITORING

LJMU is committed to creating a learning and working environment which values and recognises the full potential of each person.

The University has a comprehensive Equality & Diversity Policy that complies with the national and European Union anti-discriminatory legislation. The policy articulates the rights and respects for every individual and a clear commitment for challenging



discrimination and the distress this causes. For example, LJMU will not tolerate any form of unfair discriminatory practice, violence and extremist behaviour, hate crime, terrorism activities, or harassment including offensive remarks, language, graffiti, pin-ups and jokes, which are based upon a person's protected characteristics. Unwelcome physical advances also constitute harassment.

The nine protected characteristic identified by the Equality Act 2010 are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage and civil partnership. Staff and students may be disciplined and dismissed where discrimination is proven. Whilst most staff may go through University life without experiencing unfair discrimination, for some it will be real and would require immediate action and support. Should you experience discrimination or harassment please bring this immediately to the attention of any of the following staff:

- Your Line Manager
- Equality & Diversity Adviser
- Human Resources Adviser
- Trade Union Official

Staff will offer you advice, guidance and support and will work with you to resolve the situation. Any action taken will be based on your consent.


You are advised to familiarise yourself with the LJMU Equality & Diversity Policy, including the Equality Action Plans by visiting the website on <http://www.ljmu.ac.uk/EOU/index.htm>

EQUALITY & DIVERSITY

LJMU is committed to providing a safe working environment where discrimination or harassment on the basis of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership will not be tolerated.

The University is pursuing a course of action of actively embedding equality and diversity in all activities. All staff (and students) have the responsibility of implementing fair practices and challenging unfair discrimination. You are also reminded to behave appropriately as ambassadors of the University when attending external work related events.

In order to support staff, the University has appointed specialist staff and provides a range of staff development courses including: Managing Diversity in Recruitment and Selection and the HR Toolkit for Managers, which includes raising awareness of equality and diversity matters. A compulsory e-learning equality and diversity module is also available and should be completed by all staff on an annual basis to ensure that they keep themselves up to date in this area.



You are also advised to familiarise yourself with LJMU Equality & Diversity Policy, including the University's Equality Action Plans by visiting the website:
<http://www.ljmu.ac.uk/EQU/index.htm>

EQUALITY OBJECTIVES

In compliance with equality legislative requirements, the University is reviewing its disability, gender and race equality objectives and formulating new ones to cover all protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership). We will produce an action plan on how the objectives will be met with timescales to ensure delivery as identified by the Equality Act 2010. These activities will be carried out in consultation with our equality working groups, staff equality networks, the University Equality Steering Group and the Liverpool Student Union (LSU). The Equality Action Plan(s) can be accessed by visiting our equality website. On completion, the revised equality objectives and action plan will also be placed on the website.

EQUALITY SCHEMES

The University currently has three equality schemes and associated action plans covering disability, race and gender. These can be found on <http://www.ljmu.ac.uk/EQU/index.htm> . In order to comply with the Equality Act we are reviewing our equality objectives to cover all nine protected characteristics. Once completed the revised equality objectives and action plan will be placed on the Equality and Diversity website.

EVACUATION PROCEDURES

It is very important that you are aware of the correct procedures to be followed in the event of an emergency, and that you familiarise yourself with the Fire Action Notices located on Fire Exit routes. The correct procedures to be followed are:

- Always raise the alarm at once if you discover a fire
- Always leave the building quickly by the marked fire exits
- Never use the lifts
- Never stop to collect personal belongings

You must inform the Fire Evacuation Co-ordinator or Fire & Rescue Service Officer of any person left in the building, or that you think may be left in the building. If you see a fire whilst you are exiting the building, report it to the Fire Evacuation Co-ordinator or Fire and Rescue Service Officer. Never re-enter the building until authorised to do so by the Fire & Rescue Service Officer. Detailed procedures can be found in SCP2, and SCP37, which are located on the Health and Safety Unit website <http://www.ljmu.ac.uk/hse>

Details of Fire Wardens and Fire Evacuation Co-ordinators can be found on the Health and Safety Unit website. If you would like to become a Fire Warden yourself, please speak to the Fire Evacuation Co-ordinator for your building.

EXCLUSIVITY OF SERVICE

The University encourages external work which is supportive of your professional responsibilities. However, before entering into an obligation to undertake external work, including consultancy, you must inform and obtain the approval of your line manager in advance. In addition you must ensure that all appropriate activities are handled through the Business Development Centre and that suitable insurance liability cover is in place. This requirement does not apply to external examining; acting as an assessor or moderator; and the production of scholarly works such as books, articles and papers. However, you must inform your line manager if you are involved in any of these.

The document entitled “Requests from a Member of Staff to Undertake External Work”, including guidance notes, can be obtained from the Business Development Centre or on the website: <http://www.ljmu.ac.uk/employ>

EXPENSES

Staff will be reimbursed actual and reasonable business expenses in accordance with maximum rates specified within the Staff Travel and Subsistence Arrangements. The Expenses Policy can be found on: <http://www.ljmu.ac.uk/fin>

Documentation and claim forms can be downloaded from the website. Refer to the section on Travel.

EYESIGHT TESTS

VDU users can have eye and eyesight tests arranged by the Occupational Health Unit. A DSE risk assessment must be undertaken before contacting the OH Unit.

<http://www.ljmu.ac.uk/OccupationalHealth/test/index.htm>. Also refer to section on Occupational Health

FACULTIES AND SCHOOLS

The current LJMU organisational structure can be found at:

<http://www.ljmu.ac.uk/framework>

FAIRTRADE

LJMU and the Students’ Union work together to ensure that the University promotes and offers Fairtrade products whenever and wherever possible. The Fairtrade Foundation has recognised this commitment and since 2006 has accorded LJMU official Fairtrade University status, in particular noting the impressive way we have incorporated Fairtrade into the curriculum.

LJMU gives preference to Fairtrade products in its catering and hospitality and staff are encouraged to buy Fairtrade tea, coffee and sugar for local use. Options to buy Fairtrade workwear are explored. The LJMU and LSU Fairtrade Joint Steering Group meets during the year and helps co-ordinate the University’s programme of events for Fairtrade Fortnight in February/March and its participation in Liverpool City’s Fairtrade activities. For more information, visit Fairtrade.



FAULTS/DEFECTS

Refer to Section entitled Health & Safety Responsibility and You.

FINANCIAL ADVICE

Refer to Section entitled Independent Financial Advice.

FINANCIAL REGULATIONS

The University's Financial Regulations have been prepared for all members of staff who handle cash, authorise expenditure, and/or are responsible for other financial matters during the course of their duties. The regulations must be observed at all times.

They are intended to provide instruction to enable Faculties and Services to fulfil their part in the financial aspects of the day to day proceedings of the University, enabling procedures to be standardised without stifling independence. The regulations are subject to review at regular intervals and will be amended as and when necessary by the Finance Director.

A full version of the Financial Regulations can be found on the Finance website on <http://www.ljmu.ac.uk/fin>

FIRE SAFETY

All University buildings are protected by fire detection and fire alarms, and have means of escape. Fire alarms can be activated by either automatic means (for example smoke/heat detectors linked to the fire alarm system) or by manually activating the fire alarm call points.

The fire evacuation procedures are biased towards the safety of individuals over buildings. The fire procedure must be followed in every case without exception, regardless of how small the fire is, and in all instances, members of staff, students and visitors are required to evacuate the building in the event of the alarm sounding. On discovering a fire you should activate the alarm and notify the Security Service on ext 2222.

Buildings have Fire Evacuation Coordinators and Fire Wardens. These people play a crucial part in proactive fire prevention (for example carrying out regular inspections, and reporting fire hazards) and in implementing the fire evacuation procedures (for example coordinating fire drills and liaising with the Health and Safety Unit and Fire and Rescue Service). Training is provided by the Health and Safety Unit, who publish training dates on their website.

Evacuation Procedures

Refer to the section on Evacuation Procedures.

Fire Precautions

Everyone should be aware at all times of the causes of fires which can cost lives and destroy property – the carelessly discarded match, the overloaded plug, the forgotten cigarette, the unguarded fire, the build up of cardboard boxes, the wedged open fire doors. There are many other causes of fires. The Health & Safety Unit will be able to tell you of any special precautions which need to be taken in your area of work, e.g. the storage of flammable fluid.

FIRST AID

Each School and Service has trained First Aiders and Appointed Persons (who can carry out certain functions in the absence of a First Aider). If you injure yourself at work, or a student for whom you have responsibility is injured, you must report it to the First Aider who may administer first aid and provide advice on whether further treatment is required.

A list of First Aiders is located at the entrance to each building, and a master list is held by the Health and Safety Unit. First aid training is available from the Health and Safety Unit. Please check their website and refer to the training planner.

FIXED TERM CONTRACTS

Applicable criteria for when to use a fixed term contract of employment are available for managers. Managers should contact the relevant Human Resources Adviser.

<http://www.ljmu.ac.uk/employ>

FLEXIBLE WORKING

Parents and adoptive parents of children aged 16 and under or disabled children under the age of 18, and those staff who have caring responsibilities for adult relatives have the legal right to apply for flexible working. LJMU will wherever possible support requests for flexible working and each request will be given careful consideration. It should be recognised that flexible working is not an automatic right and will not be possible in all work situations.

This legal right should not deter any member of staff, irrespective of meeting the criteria, applying for flexible working. Such requests should be made in writing to your line manager.

Refer to section on Work-Life Balance.

FLEXITIME

The University currently operates flexible working (commonly known as flexitime) in a number of administrative areas. The application of the model agreement on flexible working is determined locally via negotiation with the appropriate managers and representatives of Unison. The rationale of the flexible working model is that, as School and Service Teams across the University have variable service demand patterns, the model must be sufficiently adaptable to meet the specific requirements of each area.



The scheme is designed to work within the following parameters:

Based on a standard 35 hour week, the weekly hours for staff are normally Monday to Friday within the band 8.00am to 7.00pm. Cover hours will be determined by appropriate local management according to service provision requirements. They may vary during the course of the year and will require adequate staffing at all times. Local determination of requirements will involve discussion with staff via local management.

Accrued hours can be taken via reduced hours and/or leave, at the discretion of local management. Accrued hours will be authorised in the same way as annual leave, giving due regard to localised business/service needs and should normally be taken outside of peak demand periods. A minimum half hour lunch break must be taken for staff working five hours or more. Weekend work will not normally be calculated as accrued hours, except where existing arrangements already provide for weekend working which constitutes part of staff hours. Weekend hours may be paid as overtime or taken as time in lieu by local arrangement, unless the employee is employed to work weekends or is not entitled to overtime. Any person who abuses the scheme may have fixed hours imposed. Abuse is identified under disciplinary rules when the established procedures will apply. Accrued hours should normally be used before the commencement of the following leave year. However, where peak activity occurs immediately prior to the commencement of a new leave year, i.e. July/August, local arrangement may be made to take account of this.

The operating principles of the model are as follows:

Granting of time accrued and annual leave remains subject to the needs of the service. Whenever possible management will endeavour to accommodate all reasonable requests to take accrued time if these requests are made with adequate notice period (defined locally). The scheme should not normally be operated so that it only supplements annual leave entitlement. Accrued time can also be taken via shorter working days, during periods of the year when staff are required but service demand level is reduced. The recording of time worked is essential to ensure that an accurate record is maintained of both time worked and time accrued. Records will be maintained by an agreed computer or paper based recording system in each area.

FREEDOM OF INFORMATION ACT 2000

The Freedom of Information (FOI) Act 2000 gives members of the public extensive rights of access to information held by the University, all of which may be subject to release. In addition, the University must make certain information routinely available on the website in the form of a Publication Scheme.

The Manager, Secretariat & Records Management is the Freedom of Information Officer and the Data Protection Officer for the University, and is the main contact for advice on applying the FOI Act and handling FOI requests. The University FOI Policy and general guidance can be found on the website at: <http://www.ljmu.ac.uk/secretariat/68134.htm>



FREEDOM OF SPEECH

As an academic institution, the University is committed to freedom of enquiry. We are committed to rational resolution of disagreements and to maintaining our University as a place within which opinions can be debated without the threat of violence or intimidation. However, it should be recognised that not all speech is protected by this commitment. Any form of threats, abuse, coercion, incitement to violence, racial hatred and similar acts by staff constitutes a disciplinary offence.

It should be noted that academic freedom does not give immunity from the law or from personal liability. Any views expressed in public are always those of the individual and are not to be expressed as those of or on behalf of the University. Also refer to the section on Academic Freedom.

GIFTS AND HOSPITALITY

The receipt of gifts or excessive hospitality by members of staff can damage the University's reputation and could possibly lead to prosecutions for corruption.

Staff should be careful to ensure integrity over receipt of gifts, hospitality and benefits during the course of carrying out their duties. Gifts or benefits that are more than a small value should be brought to the notice of the appropriate Dean or University Officer for recording in the locally-held Register of Gifts.

Further information can be found in the Gifts and Hospitality Policy on <http://www.ljmu.ac.uk/fin>. This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement from or to suppliers of goods or services to the University.

GRIEVANCE PROCEDURE

Individuals who feel that they have been treated unfairly have the right to express their grievance. It is essential to deal with grievances at the earliest opportunity and individuals are encouraged to express their grievances at the earliest possible moment both to help them and increase the chances to a successful outcome. The grievance procedure does not form part of your contract of employment and will not have contractual effect. Further details on the grievance procedure are available on request from Human Resources and on the website <http://www.ljmu.ac.uk/employ>

GUIDELINES FOR DEALING WITH INCIDENTS AND/OR TRAGIC EVENTS THAT AFFECT THE WORKPLACE

Incidents or tragic events that affect the work place, for example colleagues in a fatal car crash, a colleague with a terminal diagnosis or one of the many other events that can cause distress, need appropriate management action. Being faced with such a situation individuals would probably be shocked, stunned and disbelieving in the first instance.

The media reports disasters such as earthquakes, gun crimes or transport accidents for instance, and those involved in such incidents could well be LJMU members of staff, family members or friends of our staff. It is the actions, communications and care of managers at these times that set a lasting tenor for ongoing recovery.

Guidelines for managers on coping with such incidents &/or tragic events can be found on the Human Resources website <http://www.ljmu.ac.uk/employ>

HARASSMENT/BULLYING

Refer to section on Bullying/Harassment.

HEALTH AND SAFETY POLICY

LJMU's Health and Safety Policy Statement, regarding the health and safety of staff at work and other users of the University, is in three parts.

- A Statement of Intent, signed by the Vice Chancellor
- How LJMU is structured and the Policy implemented (Organisation)
- How the policy will operate, how it is developed, and how the health and safety management system is monitored and improved (Arrangements)

<http://www.ljmu.ac.uk/HSU>

The University's Health and Safety Policy in its entirety is contained on the Health and Safety Unit's website, the Organisation and Arrangements are outlined in Management, Safety and Welfare Codes of Practice (approved by the LJMU Health and Safety Committee) and Guidance which are also located on the website.

Codes of Practice and Guidance aim to ensure that staff and students are allowed to work and study in a safe environment and protect visitors and others who may be affected by our business. These cover a wide range of issues, for example: first aid, use of VDUs, control of hazardous substances, laboratory work, fieldwork, driving minibuses, plant and machinery and radiation. Please make sure you familiarise yourself with the Codes of Practice and Guidance that affect you as a member of staff.



HEALTH AND SAFETY RESPONSIBILITY AND YOU

The University is committed to ensuring the health, safety and welfare of you, your colleagues, students, visitors and others working in or using University property.

The University has a health and safety management system in place that brings this about. It has a Health and Safety Policy, supported by Codes of Practice and Guidance Notes; it has specialist advice and staff with health and safety responsibilities across the University; it plans activities with due regard to health and safety (for example through risk assessments); it monitors health and safety performance, and reviews and audits elements of the system.

Your responsibilities

The Health and Safety at Work etc Act, 1974 and Regulations enacted by this make certain duties and responsibilities legally enforceable. These can be summarised under the following five broad headings:


- Take reasonable care of your own health and safety at work
- Take reasonable care of the health and safety of others, whether colleagues, students, visitors etc.
- Co-operate fully with management in their efforts to comply with the Act
- Report any hazards and accidents
- Do not misuse equipment provided for health and safety reasons

You must take care to avoid creating hazards at work not only because it is sensible but also because you are bound to do so by law. Most accidents can be avoided by applying a little common sense.

The responsibilities of the University

Similarly the Health and Safety at Work etc Act, 1974 and Regulations enacted by this place legally enforceable duties and responsibilities upon the University. The following is not an exhaustive list, but indicative of the complexity of the responsibilities to staff, students, visitors and others affected by its undertaking. The University is required to:

- Ensure the health & safety at work of all employees, as well as students, visitors, temporary staff, contractors and others using University property
- Provide suitable information, supervision, instruction and training to staff on health and safety matters, for example, evacuation procedures, conducting risk assessment, welfare arrangements etc.
- Establish safe working practices for handling machinery, equipment and materials, for example, fume cupboards, workshop heavy plant, heating boilers, chemical agents and pathogens
- Provide proper fire precautions and procedures, including the testing of alarms and fire drills twice per annum
- Conduct regular safety inspections and general checks of safety arrangements



By carrying out these duties, the University is helping to ensure your safety. You must co-operate fully in helping the University to comply with the law. The University has a Health and Safety Strategy, supported by Annual Health and Safety Action Plans. Progress against these is reported in an Annual Health and Safety Report.

Maintaining Health and Safety Standards

The main responsibility rests with the Vice Chancellor acting on behalf of the Board of Governors. However, Directors, Managers and Supervisors have distinct responsibilities under University Policy. Directors carry a considerable amount of responsibility for the activities within their Schools/Departments.

Health and Safety Unit

The Health and Safety Unit is a multi disciplinary team of advisers providing advice and support to University management and the network of Health and Safety Coordinators and Officers and Fire Evacuation Coordinators and Fire Wardens, and promoting awareness of health and safety matters among staff, students and others whose activities may affect the University.

The Health and Safety Unit publishes a training calendar on its website, where details can be found about a wide range of training activities run and coordinated by the Unit.

Health and Safety Co-ordinators and Local Health and Safety Officers

The University has a network of Health and Safety Coordinators (appointed by Deans and PVCs) and Local Health and Safety Officers. Supported by the Health and Safety Unit, this network of staff play an important part in the University's health and safety management system. Their responsibilities can be found on the Health and Safety Unit website:

<http://www.ljmu.ac.uk/hsu>

Health and Safety Codes of Practice and Guidance Notes

LJMU has many Codes of Practice that have been approved by the University's Health and Safety Committee and Guidance Notes. These are categorised into risk areas to enable ease of reference. A wide range of topics are covered, for example first aid, control of hazardous substances, laboratory work, children on University premises and evacuation procedures. All Codes of Practice and Guidance Notes are published on the Health and Safety Unit's website.

Location Information

In addition to the general information on website, staff should familiarise themselves with important local information, such as building evacuation procedures, laboratory guides, working with children and health and safety considerations for field courses.



Fire Drills

At various times throughout the year evacuation procedures for various buildings will be tested by means of full fire drills. These drills are to help ensure that you know how to get out of a building in an emergency – they are for your benefit. Staff are asked to co-operate with these drills and to ensure they leave the building in an orderly manner when the alarm sounds.

LJMU Health and Safety Committee and Local Health and Safety Groups

The University consults with staff representatives on health and safety matters through the University Health and Safety Committee and Local Health and Safety Groups. The University Health and Safety Committee discuss strategy and policy, whilst Local Health and Safety Groups are more operational in nature.

Faults/Defects

It is the duty and the responsibility of every individual to report faults and hazards that are potentially dangerous, to a supervisor, line manager or local Safety Officer. All accidents and incidents at work must be reported. This must be done for three main reasons:

- It helps in hazard identification and elimination
- It is part of the statutory reporting procedure
- The Health & Safety Unit will need to investigate the cause of serious accidents and incidents

HEALTHCARE SCHEME/DENTAL PLAN

The Universities and Colleges Personal Healthcare Scheme offers staff medical insurance, underwritten by AXA PPP Healthcare, developed specifically for academics and support staff within universities and colleges. Further information can be found on www.axapphealthcare.co.uk or from AXA PPP Healthcare 0800 0321 950.

Also available to staff is Dental Plan, provided by National Dental Plan Limited. This voluntary scheme is a dental insurance policy and is considerably less expensive than an individual plan.

Further information can be obtained from National Dental Plan Limited 0207 488 9880.

<http://www.ljmu.ac.uk/employ/>

HIRE OF FACILITIES

Refer to the section on Conferences and events.

HOLIDAYS AND HOLIDAY PAY

Refer to section on annual leave

HOURLY PAID STAFF

Refer to the section on Sessional Staff

HOURS OF WORK

The following hours of work apply to staff covered by the Local Implementation of the National Pay Framework Agreement:

Grades 1 – 7 Hours of work per week: 35

Grades 8 – 10 Hours of work per week: Not determined (notional 35 hours)

Your normal hours of work can be found in your letter of appointment and/or contract of employment.

Staff must comply with the ‘proof of attendance’ procedures required by the University. The Working Time Regulations, which is enacted under Health and Safety Law, came into effect in October 1998. A major requirement is that the University will not demand that employees work over 48 hours per week (averaged over a 17-week period). To enable LJMU to fulfil its obligations within the law you must declare to us all posts that you hold in any employment both paid and unpaid. If, then, the total hours worked exceed 48 you will be expected to confirm that any excess work over 48 hours is done voluntarily.

Staff should take rest breaks during the working day. You should not work through the day without a break in order to take time off at the end of the day. For further information of the University Policy regarding the Working Time Regulations please refer to:

<http://www.ljmu.ac.uk/employ>

Hours of Work for Sessional Staff

Sessional staff are only employed to work during one or two semesters, up to a maximum of 12 hours per week.

HUMAN RESOURCE DEPARTMENT

The Human Resources Team offers strategic and operational support to University management and staff in all areas of employment. It works closely with the Corporate Services Team to deliver an integrated approach to Human Resource Management across the University. For further information refer to: <http://www.ljmu.ac.uk/employ>

HUMAN RESOURCE STRATEGY

The HR strategy is currently under review. The HR strategy seeks to provide a general policy steer for the University as to what is required and how achievements might be measured. In addition it seeks to recognise the diversity of provision and cultures across the University; the need for a supportive and facilitative approach to staff management at local level; and individual staff responsibility within the context of an institutional strategy.

The central focus of the strategy is to support the delivery of key university strategic objectives. HR strategy implementation is the responsibility of corporate, line and HR functional management. The HR Strategy is dependent upon the actions and involvement of staff and managers across the University.

Further detail on the HR Strategy can be found on <http://www.ljmu.ac.uk/employ>



HUMAN RESOURCES TOOLKIT FOR MANAGERS

A Human Resources (HR) Toolkit for Managers has been developed to provide practical guidance for managers at LJMU in order to assist them carry out their day to day people management responsibilities.

It is a support tool which provides guidelines, hints and tips on what to do under various circumstances, as well as signposting to managers the relevant University policies and procedures, additional reference sites and the current edition of the LJMU Staff Handbook (available electronically on the website). Although the HR Toolkit for Managers has been designed to assist managers in carrying out their people management responsibilities, reference should be made to the relevant HR Adviser for advice and guidance when necessary.

Copies of the HR Toolkit for Managers are available from the HR Department. Modular training on various aspects of the HR Toolkit is available for managers.

ID CARDS AND IT ACCESS FOR TEMPORARY STAFF

For access to IT facilities and ID Cards for temporary/agency staff (staff not going to be paid through HR/Payroll) you will need to obtain a barcode from HR by completing in full the Temporary Barcode Request Form available from the HR web pages. Once the temporary member of staff has their barcode, they will be able to obtain their ID card from designated card stations within LJMU. The barcode can also be used to gain IT/email access by either reporting to the IT desk in the LRC or by logging onto an LJMU network computer and typing 'activate' as the username and password and following the on line instructions. Please note staff who will, or should be, on the payroll, e.g. Sessional Lecturers, or other staff to be given fixed-term contracts and to be employed by the University **MUST NOT** be given a temporary barcode and must be processed in the appropriate way via HR. Requests for 'Student' access must go via the School Office Administrator.

ILLNESS

Refer to section on Absence Reporting.

INCIDENTS AND/OR TRAGIC EVENTS THAT AFFECT THE WORKPLACE

Refer to section on Guidelines for dealing with incidents and/or tragic events that affect the workplace.

INDEPENDENT FINANCIAL ADVICE

Independent Financial Advisers are professionals who are fully trained to give you impartial advice on your financial needs. An IFA's job is to research and recommend the most appropriate financial solutions after asking their clients a whole range of detailed questions about their circumstances and their attitude to risk. IFAs are answerable to the Financial Services Authority (FSA) to ensure that they keep to the rules. As they act on your behalf they provide personalised written reasons why they have recommended particular action.

They are able to give you advice on a wide range of financial issues including:

- Life insurance
- Health insurance
- Capital investment
- Executive and personal pension plans
- Redundancy and early retirement
- Corporate/Business services
- Tax planning
- Mortgage related products

For details of Independent Financial Advisers within your local area contact IFA Promotion on 0800 085 3250 or visit their website at www.unbiased.co.uk

INDUCTION

In addition to the receipt of a copy of this handbook, all new members of staff will receive a 'local' induction in their department on their commencement. A copy of "Introduction to LJMU - Induction Booklet" can be found on the Academic Enhancement Unit website http://www.ljmu.ac.uk/Academic_Enhancement/index.htm. New members of staff should also refer to the section entitled "Useful Information for New Starters" on the Human Resources website <http://www.ljmu.ac.uk/employ/>

INSURANCE

Personal Accident and Travel cover is in place for all LJMU staff travelling on University business when they are away from their home overnight or for a longer period. Pre-notification is required for all travel outside the UK by completion of the form “Application for Travel Outside UK”. If you have a medical condition, we advise you to obtain a doctor’s note confirming that you are fit to travel, thus ensuring adequate insurance cover.

More detail can be found on the Insurance web page. On this site you will be able to find out about the insurance covers that the University has in place. Also you can establish the benefits available to you as a member of staff, the procedures you need to follow if you need to make a claim (either on your own behalf or on behalf of the University), and the steps you need to take if you are going abroad on a business trip.

More detail can be found on <http://www.ljmu.ac.uk/fin/>

INSURANCE WHILST DRIVING PERSONAL VEHICLES ON LJMU BUSINESS

Staff using their vehicle for University business must ensure that their vehicle insurance includes business use if they use their vehicle for other than driving to and from their normal place of work. Driving personal vehicles on University business without being covered for business use on the vehicle’s insurance invalidates the cover and is illegal.

Further guidance can be found in the Code of Practice on Driving at Work on

<http://www.ljmu.ac.uk/hsu/index.htm>

<http://www.ljmu.ac.uk/employ>

<http://www.ljmu.ac.uk/fin>

INTELLECTUAL PROPERTY

The University has a policy dealing with the Intellectual Property and the copyrighting or patenting of the work or ideas of staff and students. Staff who are considering the commercial exploitation of such work or ideas should refer to the Business Development Centre. For more information visit: <http://www.ljmu.ac.uk/Business> or contact 0500 876 593



INVESTORS IN PEOPLE (IiP)

In 2008 the University achieved corporate recognition as Investors in People for effectively leading, managing and continually developing staff. We also gained corporate recognition of the Work-life Balance Standard. The first UK HEI to gain this accolade, enhancing our University's reputation as an 'employer of choice.'

In January 2010 the University was listed in the Top 100 Performing Employers in the Stonewall Workplace Equality Index for its support of our Lesbian, Gay, Bisexual and Transgender staff and students.

For further information about the University's IiP status please contact the Academic Enhancement Unit.

JOB EVALUATION

The Strategic Management Group and the Employment Committee of the Board of Governors introduced an institution-wide Job Evaluation scheme for all staff groups with effect from 1st August 2006.

Job Evaluation is a systematic and consistent approach to determine the relative size of jobs within the institution. This is important to ensure reward systems are fair and that the principle of equal pay for work of equal value is applied. LJMU use a scheme called HERA (Higher Education Role Analysis) for jobs between Grades 1 - 10. This is a system developed specifically for the Higher Education sector. All of our recognised Trade Unions (GMB, UCU & UNISON) fully support the use of HERA.

All new jobs and regrades (between grades 1 and 10) are graded using HERA. To do this, information on each role has to be collected. This is done through completion of a Role Descriptor Form. The details provide information about the role and not about personal performance. Completed role descriptors are then verified by the line manager.

Jobs that do not fall between Grades 1 and 10 are graded using the HAY methodology. Further information can be found on the website <http://ljmu.ac.uk/employ>

JOB SHARE

The University supports the concept of Job Sharing as a means of creating and extending more flexible employment opportunities without incurring significant additional costs. If you are interested in job share you should discuss with your line manager in the first instance. Further details can be found in the University's Part-Time Working Policy or from the HR Department. For more information refer to <http://www.ljmu.ac.uk/employ>

KNOWLEDGE TRANSFER PARTNERSHIPS (FORMERLY TEACHING COMPANY SCHEME)

Knowledge Transfer Partnerships, or KTP, is a National Government initiative, enabling academic staff to engage in industrially relevant consultancy and research, with a named company partner – partially funded by the company and a government grant.

LJMU is one of the leading providers of KTPs in the UK and our KTPs are award winning. Academics involved in KTP projects typically spend on average half a day per week with a company, applying their knowledge and expertise to a particular strategic company development project, which can last between one and three years for a ‘Classic’ KTP or between 10 and 40 weeks for a rapid response or ‘Short’ KTP. The budget allocated to each partnership project fully covers the academic involvement and the University’s overheads and can contribute to RAE.

Information relating to this initiative and how academics can become involved should be directed to the Business Development Centre (BDC). The BDC will provide comprehensive support for KTP programmes, including liaison with partner companies, proposal writing support and securing the government grant to implement the project. Academics wishing to become involved with a KTP project should first gain the approval from their School Director.

For more information visit: <http://www.ljmu.ac.uk/Business/93306.htm>

Telephone: 0500 876 543 or email: bdc@ljmu.ac.uk

LEAVE

Refer to the relevant sections on annual leave, special leave and unpaid leave.

LEAVING LJMU

What you should do:

- Tell your manager as early as possible so they can begin to think about how they will replace you.
- You need to send a written (or email) confirmation of your resignation to your HR Adviser.
- On your last day of work return to the department your ID card, together with keys and any other LJMU property.

For details on Retirement and Redundancy access <http://www.ljmu.ac.uk//employ>

LETTING OF UNIVERSITY ACCOMMODATION POLICY STATEMENT

A range of possibilities exists where the University might make space and facilities available to external individuals and organisations or to LJMU staff for private use. While it is recognised that each case may require a particular treatment, the policy statement gives a framework which is intended to be easy to understand. It covers the different types of letting and hiring out of facilities (either fixed or casual); the general policy; fixed letting and casual letting and hiring out of facilities.

Further details may be found on the website <http://www.ljmu.ac.uk/infrastructure/>

LIBRARY AND STUDENT SUPPORT (L&SS)

Library and Student Support provide library services, computing support and student administration services to LJMU students and staff from the three Learning Resources Centres (LRC's) at Aldham Roberts on the Mount Pleasant Campus, Avril Roberts on the City Campus and I.M. Marsh at Aigburth. This means that all student support services are now provided in one campus-based location.

Each LRC provides the following services and facilities:

Student Support Services

Enrolment, Student Records, Student Loans, Tuition Fees, Council Tax Exemption, Debt Management Advice, Coursework Submission and access to specialist staff from the Welfare, Counselling and Employability teams.

Library and Learning Resources

Self Service Issue and Return, Books, Print Journals, Electronic Journals, Special Collections including Short Loan, Self Service Issue and Return, Subject Specialists, Digitisation, Copyright support, Information Literacy, Research Support

ICT

Access to PCs and peripherals, Printing, Photocopying, Wireless Access, Laptop Loans, Computing Support, IT workshops for staff.

Zones

Group Study, Quiet Study, Meeting Rooms, Seminar Rooms, Refreshment Facilities.

LSS services can also be accessed via the Off-Campus Support Gateway.

Further information on L&SS and the LRCs can be found on website at <http://ljamu.ac.uk/lea>
For current opening hours and details of full service hours please check the website.
Please note that you must have your LJMU ID card in order to gain access to the LRCs.

MANAGEMENT CAPABILITIES

Leadership and Management support across the University, is defined by the following Management Capabilities which provide a consistency of perception of what a member of staff can expect with regard to leadership and management support:

- Promotion of the Mission, Purpose and demonstration of “Core Values”
- Managing Performance of People, Environment and Resources
- Effectively communicating with people at all levels
- Inspiring, motivating people, celebrating diversity, success and recognition
- Developing people and teams, providing feedback and coaching for performance
- Promoting enterprise and innovation

MANAGERS' TOOLKIT

Refer to the section on Human Resources Toolkit for Managers.

MANAGEMENT DEVELOPMENT

Refer to section on Staff Development Policy.

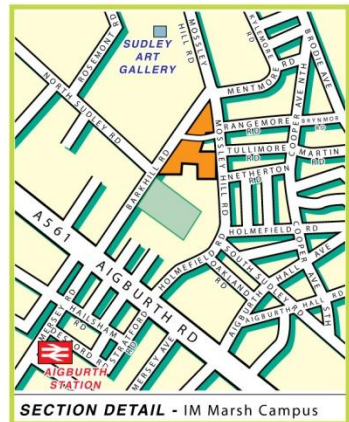
http://www.ljmu.ac.uk/Academic_Enhancement/index.htm

MAP OF CAMPUSES

City Campus



Mount Pleasant and IM Marsh Campus



MATERNITY LEAVE

In line with employment legislation, LJMU provides maternity leave. Information on maternity leave and pay are available from Human Resources. Pregnant employees should notify the HR Department as soon as possible in order for a risk assessment to be carried out, and, no later than the end of the 15th week before their expected week of childbirth, for full details of their entitlement.

Employees who need to receive ante-natal care during pregnancy will be allowed reasonable time off to meet appointments, subject to the production of a certificate from a medical practitioner (or a registered midwife or health visitor), stating that the employee is pregnant and some document showing that an appointment has been made.

Further details may be found on website <http://www.ljmu.ac.uk/employ>

MEDICASH

Medicash is an attractive alternative to private health care. Medicash Active is an everyday healthcare cash plan covering a wide range of treatments which pays you the full cost of all your treatments, up to your annual policy limit.

There is a Medicash option to suit most domestic situations and financial circumstances. The key features and benefits of Medicash Active health cash plan are:

- Eight levels of cover on a single basis or jointly with your partner
- Dependent children are covered at no extra cost, up to the age of 16 or 19 if in full time education
- 100% of the costs of expenses incurred for everyday healthcare such as Optical, Dental, Complementary and Alternative Therapies with annual limits
- Reimbursement of dental care payment schemes, such as Denplan
- Cover for a wide range of alternative therapies including acupuncture, allergy testing homeopathy, reflexology and hypnotherapy
- Personal Accident and disability cover for you, and your partner if covered under a dual plan
- Access to Telephone Helplines providing medical advice and other counselling, lifestyle and advisory services

To find out more about Medicash Active health or to request a joining form contact them at:

Merchants Court
2 – 12 Lord Street
Liverpool, L2 1TS
Or telephone
0151 702 0304

Alternatively you can join on line www.medicash.org/healthcare Members of the scheme can obtain benefit claim forms from the HR Department's Admin Team.

MISSION AND PURPOSE

‘Our mission is to serve and enrich our students, clients and communities by providing opportunities for advancement through education, training, research and the transfer of knowledge’

The Purpose of Liverpool John Moores University

The purpose of Liverpool John Moores University as perceived by its members and stakeholders can be summarised as follows:

1. To create appropriate high quality opportunities that enable learning, advancement, development, and employment, that are open to as many individuals and communities as is achievable and sustainable.
2. To create and support opportunities for successful participation by under-represented groups, as well as for continuing personal, professional and skills development for all members of the University.
3. To create an environment in which staff and students can engage in research that is innovative; that contributes to knowledge or to professional practice; that encourages personal and professional development; that enhances learning; or that is of social or economic importance to communities.
4. To reinforce the entire range of activities with a culture of scholarship; and with a growing body of specific research that is consistently of national and international standing and benefit.
5. To endeavour, through partnership and enterprise to impact upon economic development and regeneration, as well as social and cultural advancement, whether at local, national or international levels.

Core Behavioural Values

Refer to section on Core Behavioural Values of LJMU.

MOBILITY

You may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.

NEWS UPDATE

News Update is the University’s electronic newsletter keeping staff up to date on LJMU matters. A weekly bulletin is sent out via email.

To submit a news story email newsupdate@ljmu.ac.uk

NOTICE PERIODS

All employees are entitled to receive, and required to give, periods of notice in accordance with their terms and conditions of employment. Further details can be found on the website <http://www.ljmu.ac.uk/employ>



OCCASIONAL WORKING FROM HOME

Refer to the section Working from Home (Occasional).

OCCUPATIONAL HEALTH

The Occupational Health Unit consists of a consultant Occupational Physician (providing clinical leadership), a Senior Occupational Health Nurse, Occupational Health Nurse and administrative support staff. The Unit is concerned with how work and the work environment can affect an employee's health and how an employee's health can affect his/her ability to do the job. It provides a service to protect health at work, to assess and advise on fitness for work and to help manage health issues effectively.

The team also provides an extensive occupational health service to LJMU students, for example assessing fitness to teach, fitness to practice nursing and fitness to work in other areas outside of the University, such as in laboratories and social work.

The Occupational Health Unit does not provide emergency medical care, primary care services or a minor injury service. If urgent medical advice is needed during work, advice should be sought from the departmental first aider or emergency services.

The range of services include:

- Fitness assessments
- Health surveillance
- Vaccinations and travel advice
- Eye sight tests (arranged by the Unit)

The team is based at the Charlie Robertson building on Mount Pleasant and operates throughout the year. The Occupational Health Unit may be contacted on 231 3319, via e-mail at ohadmin@ljmu.ac.uk or you may visit their website at: <http://www.ljmu.ac.uk/OccupationalHealth/test/index.htm>

ORACLE STUDENT SYSTEM (OSS)

The Oracle Student System known as OSS is the University's computer database for students. A student's details are recorded on the system from their recruitment via UCAS or direct admissions, through their LJMU studies and graduation.

OSS will be replaced by Oracle Campus Solutions. A phased 'go live' of Campus Solutions is planned to enable the new student system to fully accommodate new initiatives. OSS will continue to be used in parallel with Campus Solutions until the new records system is fully live. Please refer to the section on Campus Solutions.

ORGANISATIONAL CHANGE

Refer to the sections on Change Management and Redeployment.



ORGANISATIONAL STRUCTURE

A diagram of the University's organisational structure can be found on:

<http://www.ljmu.ac.uk/framework>

PARENTAL LEAVE

All members of staff (male and female) with one year's continuous service with LJMU are entitled to take a maximum of 13 weeks unpaid leave for each child under the age of 5. Parents of a disabled child up to the age of 18, in receipt of a Disability Living Allowance, will be entitled to 18 weeks. Foster parents and step parents are also eligible. Employees who are adopting a child will also qualify for the leave.

Leave can be taken in multiples upwards of one day up to a maximum of 4 weeks per year for occasions where the employee wishes to be with the child rather than rely on normal childcare arrangements. Such leave should be applied for in the same way as annual leave. If an employee wishes to take parental leave in blocks of a week or more they must apply in writing to their line manager at least 21 days prior to the first date of leave. Please refer to the Parental Leave Policy for full details on <http://www.ljmu.ac.uk/employ>

PARKING

Refer to section on Car Parking.

PART TIME WORKING

LJMU recognises the important role that part-time employees can play in the University. It is prepared to employ part-time employees in jobs which can be done satisfactorily on a part-time basis, including those which can be done on a job-share basis. The University will always consider requests from employees wishing to transfer from full-time to part-time work or vice versa.

The Part-time Working Policy can be found on the website <http://www.ljmu.ac.uk/employ>

PATERNITY LEAVE

In line with the employment legislation, LJMU provides paternity leave to all qualifying members of staff. Information on paternity leave and pay are available from the HR Department. Eligible employees should inform HR of their intention to take paternity leave by the 15th week before the estimated week of childbirth.

Paternity leave is also available for adoption of a child.

Certificates For Paternity Leave

Members of staff wishing to take paternity leave must complete a Paternity Leave Certificate no later than the 15th week before the expected week of childbirth or within 7 days of being notified by the adoption agency that they have been matched with a child. Certificates are available from the HR Department or can be downloaded from the HR website. Further details may be found on the website <http://www.ljmu.ac.uk/employ>



PAY ARRANGEMENTS

Your basic salary was notified to you in your letter of appointment and/or contract of employment. Subsequent amendments to your basic salary will be notified to you in writing by Human Resources.

Casual overtime is only worked in exceptional circumstances and where it has been authorised by the relevant member of the Strategic Management Group or an appropriate line manager as delegated by him/her.

All staff are paid on a monthly basis to a bank or building society account on the 28th of each month, including December. Staff on incremental scales will be paid an increment on 1st August each year until they reach the top of their grade. Pay scales may be found on <http://www.ljmu.ac.uk/employ> The Annual Salary Review Date is 1st August each year.

PAYROLL CONTACTS

The Payroll Department is located on the 4th floor Kingsway House. Any queries relating to salaries should be brought to the attention of the relevant member of staff. Contact details and telephone numbers can be found on <http://www.ljmu.ac.uk/fin>

PAYROLL GIVING

LJMU operates the charitable Payroll Giving scheme which is the simplest way to give to charity direct from your pay, tax free.

Payroll Giving is the most tax-effective way for you to donate regularly as your contribution is deducted from your salary before tax. So, for every £10.00 you give, it will only cost you £7.80 because you save £2.20 as the basic tax rate (higher rate tax payers will only pay £6.00).

Colleagues who have already joined the Payroll Giving Scheme have made such a difference, particularly to students who have been faced with financial hardship and contemplating abandoning their studies, by helping our Sport Scholars to realise their potential and become the best they can be and also by supporting the work carried out by LJMU's Foundation for Citizenship.

Further information can be found on the Development & Alumni Relations Office website: www.ljmu.ac.uk/daro

If you would like to join the Payroll Giving Scheme, contact the Development & Alumni Relations Office at LJMU, Egerton Court, 2 Rodney Street, Liverpool, L3 5UX or visit the website for the on-line authorisation form at www.ljmu.ac.uk/daro/90269.htm



PC OFF CAMPUS SUPPORT

Staff and students are encouraged to use their own computers at home, in halls of residence, or wherever, to access LJMU facilities. Even if you are normally on-campus, off-campus working can be a way of avoiding competition for limited on-campus resources at times of peak demand. The way in which you can use LJMU facilities in these circumstances when you are 'off-campus' can be found on the website <http://www.ljmu.ac.uk/CIS>

'Off Campus Support' covers the requirements for off-campus working, what you can/cannot do off-campus and the support CIS can/cannot provide. Further details can be found in the Off Campus Guide which can be found on the CIS website.

The Off Campus Support team will endeavour to assist you with any queries or difficulties you may have, but clearly there have to be limitations to this because your own PC is essentially your own responsibility and its environment may be subject to so many factors unknown the University.

PERSONAL DEVELOPMENT AND PERFORMANCE REVIEW SCHEME (PDPR)


LJMU regards the PDPR Scheme as a key element in the management of the University, helping to embed the Core Values on a day-to-day basis.

The University recognises that performance management involves all staff with the objective of celebrating achievements, supporting poor performance, developing potential and enhancing the performance of individuals and the University as a whole organisation.

The aim of the PDPR is to help all staff to reach their full potential; utilise and develop their strengths and natural abilities; encourage everyone to aspire to excellence; to maintain high standards; to demonstrate fairness and equality of opportunity; involve all staff in identifying their personal contribution to the development and delivery of the University/Faculty/Service objectives; encourage collaboration and teamwork; support innovation and recognise success. Further details on how the Scheme operates can be found on: <http://www.ljmu.ac.uk/CSD/115928.htm>

PENSION SCHEMES

Non-teaching staff are eligible to participate in the Local Government Pension Scheme, whilst teaching staff are eligible to participate in the Teachers' Pension Scheme. Both schemes provide a pension and a tax-free lump sum on retirement based on length of membership and final pensionable pay. Employee contribution rates are currently 6.4% for TPS members and between 5.5% and 7.5% for LGPS members, dependent on annual earnings, with the University also making a higher contribution.



Details of the scheme relevant to you can be found in the booklet sent out with your initial contract of employment. Key benefits of both schemes can also be found on the website on <http://www.ljmu.ac.uk/employ>. Your first point of contact for pension queries is the Pensions Manager located in the Human Resources Department.

One To One Pension Sessions

One to one pension sessions can be arranged with LJMU's Pensions Manager. We are not allowed to give personal financial advice but can provide benefit quotations and explain the options available under each of the pension schemes.

PERFORMANCE MANAGEMENT

The Performance Management Procedure is designed to manage fairly staff whose performance is not of an acceptable standard.

The University will at all times endeavour to ensure that staff achieve and maintain a high level of performance in their work. To this end, it will ensure that standards are established, performance is monitored and that staff are given appropriate training and support to meet these standards. In instances of staff under-performing reference should be made to the Performance Management Procedure and Toolkit:

<http://www.ljmu.ac.uk/employ>

PERSONAL DETAILS

Refer to the section on Employee Personal Details

PERSONAL SAFETY

In an emergency or if you see anything suspicious on Campus, contact University Security on 231 2222.

A personal safety guide on such things as when you are out and about, at cash machines, how to handle trouble and your personal property can be found on:

<http://www.ljmu.ac.uk/PRS/Security/59096.htm>

The Academic Enhancement Unit provides training and guidance on issues of personal safety and well-being, both within the workplace and whilst out and about. The Unit's training is accredited and supported by The Suzy Lamplugh Trust, the UK charity devoted to providing everyone in society with the practical support and guidance they need to reduce their fear of crime and develop skills and strategies for keeping themselves safe.

PLACEMENT OPPORTUNITIES AT LJMU

LJMU welcomes and supports requests from individuals and agencies that seek to place people on placements. The University is committed to supporting and sustaining training and learning opportunities for local people, particularly members of groups that are under-represented and/or excluded from the current workforce.

Further details are contained within the Work Placement Handbook which can be accessed on: <http://www.ljmu.ac.uk/employ>

POLICIES AND PROCEDURES

The policies and procedures referred to in this handbook have been abbreviated for the purpose of this A to Z Handbook. The full procedures can be accessed on the website.

An A to Z of LJMU Policies & Strategy Documents can be found on

<http://www.ljmu.ac.uk/atoz/65747.htm>. Human Resources Department Policies & Procedure Documents can be found on <http://www.ljmu.ac.uk/employ>

POSTAL SERVICE

Internal and external post will be collected and delivered from most LJMU sites up to four times a day. Information on Royal Mail Services available through the Postal Service can be found on: <http://www.ljmu.ac.uk/prs>

PRINT SERVICES

The Document Production Centre is a centrally based print and finishing unit, offering state of the art technology in order to produce a high quality print service with ultra fast turnaround times.

At certain times of the year we all need to be more realistic when submitting print-work due to overwhelming demands during pre-semester periods, but with some forward planning and co-operation, all jobs will be completed within agreed timescales.

Further information on the machinery and finishing equipment available can be found on: <http://www.ljmu.ac.uk/prs>

LJMU's Postal and Print Services are located on the Byrom Street Campus. Members of the team can be contacted on the following numbers:


Print Services (0151 231) 4175

Post Room
Tel (0151 231) 2433
Fax (0151 231) 2452

PREGNANCY

Refer to section on Maternity Leave.

PRE-RETIREMENT COURSES



If you are thinking of retiring, you may wish to increase your awareness of issues surrounding retirement and pension benefits by attending one of the University's Pre-retirement courses currently held twice a year for each pension scheme. Contact the Pensions Manager for further details.

PRESS OFFICE

Refer to the section on Talking to the media.

PRINT STRATEGY

The LJMU Print Strategy is an organisation wide, strategic approach to all photocopying and printing requirements of the university, both for students and staff. The aim is to reduce the volume of printed and photocopied material where possible without detriment to teaching and learning and administrative functions, reduce spending on printing and photocopying and to encourage the use of recycled paper and environmentally friendly printing processes. Print policies and protocols and FAQ's can be found on:

<http://www.ljmu.ac.uk/printstrategy>

PROBATIONARY REVIEW

The probationary period of employment is designed for you to have an opportunity to become accustomed to LJMU and to begin to fulfil your expectations in your role at the University. It is a period during which you can become acclimatised to working at LJMU and during which managers can make assessments regarding your suitability.

All new appointments, of a duration of 6 months or more, are subject to the satisfactory completion of a defined probationary period prior to confirmation of appointment. The length of probationary period is confirmed in appointment documentation for a particular post.

All new staff, following their induction training into their department, will have regular and informal meetings with their relevant line manager/supervisor (or suitable nominee), at which any issues of concern from either party can be discussed. It is expected that, in the majority of cases, any initial problems will be identified and resolved through this process. Individuals who complete their probationary period to a satisfactory standard will be confirmed into their post, in writing, by their line manager.

Should an employee prove unsuitable during this period, and after a full and objective review, with reference to the job description/person specification produced at the time of appointment to the post, he/she will be given notice to leave or the probationary period may be extended if this is considered appropriate. Further details may be found in the Probationary Review Procedure. <http://www.ljmu.ac.uk/employ>



PROFESSIONAL DEVELOPMENT

LJMU considers requests for financial or other support, such as time off for attendance, to assist members of staff who wish to achieve a professional qualification and progress their professional development. The qualification needs to be relevant to their current job and include either a National Vocational Qualification (NVQ) or Continuing Professional Development (CPD).

Members of staff must talk to their line manager before starting to study to agree the level of support LJMU is willing to provide.

The Right to Request Time Off for Training Policy and Procedure can be found on: <http://www.ljmu.ac.uk/employ> and the LJMU Sponsorship Policy for CPD/HE Study and Vocational Qualifications can be found on <http://www.ljmu.ac.uk/csd>

PROFESSIONAL MEMBERSHIP

Payment of any membership fees to a professional body is the sole responsibility of the individual concerned. Such fees are not paid by the University.

PROPERTY SERVICES QUERIES

All Property Services queries should be made through the Campus based Property Services Help Desks (City Office, IM Marsh and Mount Pleasant) during normal office hours (Monday to Friday 8.30am to 5.00pm).

All three Help Desks can be contacted on 0151 231 5533. Emergencies outside of these hours should be directed through Security on their emergency number 0151 231 2222.

PUBLIC LIABILITY AND EMPLOYERS LIABILITY INSURANCE

Members of staff are covered under the University's Public Liability and Employers' Liability Insurance whilst their presence at work is authorised. (It should be noted that a member of staff returning to work after a period of long term sickness absence must return on the agreed date or they will not be covered.)

RECRUITMENT AT LJMU

Workforce planning and preparing to recruit is as important as recruiting the best possible candidate. You are recruiting the best employees for your department's needs. You want talented employees who fit your culture. Your recruitment strategies are critical in attracting these people as ineffective recruitment decisions and practices cost the University considerably.

A Recruitment "Toolkit" has been designed as a "best practice" guide in recruiting and selecting staff at LJMU and is supported by compulsory training for all LJMU staff involved in recruitment and selection.

The Toolkit outlines step-by-step, the processes at each stage of the recruitment and selection process with adherence to legislation, from advertising the post through to seeking references and making an appointment.

For further details on recruitment contact you HR Adviser or refer to:

<http://www.ljmu.ac.uk/employ>

RECYCLING

Waste management initiatives are essential to ensure that in the 21st century LJMU takes a proactive approach to recycling waste and reducing our carbon footprint. New recycling initiatives will not only benefit the environment, they also have a proven economic benefit thanks to source segregation and more efficient use of resources.

In order to keep pace with best practice LJMU's Property Services Department has developed a series of recycling services. Recycling helps the University reduce its environmental impact and demonstrates that we are serious about sustainability.

A leaflet has been produced advising of all the recycling services and facilities available to staff and students which can be down loaded from the Property Services website <http://www.ljmu.ac.uk/recycling>

The following recycling services are available within LJMU:

- Paper
- Cardboard
- Plastic
- Cans
- Glass
- IT/Electronic Equipment (WEEE Directive)
- Batteries
- Furniture
- Fridges
- Small Printer Cartridges
- Machinery
- Oil based paints

Further information can be found on the Sustainability website:

<http://www.ljmu.ac.uk/sustainability>

REDEPLOYMENT

The redeployment of staff from one post to another has a key part to play in helping to ensure a balance between the need for continuity and the need for change. Effective reallocation of work and/or redeployment retains valuable skills and knowledge within the University, contributes to the creation of a positive work environment and meets the University's moral and legal obligations towards its staff. It is also intended to provide the University with the means to achieve a broader skill base and more flexible workforce in the longer term, whilst accepting the need to create/recruit new skills and talent where appropriate.

Further information on handling redeployment can be found in the Redeployment Procedure <http://ljmu.ac.uk/employ>. There are occasions when it is necessary to attempt to find individuals alternative employment on health grounds. Further information can be found in Redeployment Procedure (Health and/or Disability) <http://ljmu.ac.uk/employ>

REDUNDANCY

The LJMU Redundancy Procedure can be found on <http://www.ljmu.ac.uk/employ>

RELIGIOUS BELIEFS

LJMU provides an ecumenical Chaplaincy that provides advice, guidance and support, irrespective of faith or non-faith. Details of the Chaplaincy Team can be found on their website <http://www.ljmu.ac.uk/chaplaincy/> Members of the team can be contacted via the website. The Rev Canon Bob Lewis is the Anglican Chaplain for staff thelewises@hotmail.com

Religious groups in Merseyside:

African/Caribbean
Merseyside Caribbean Community
Centre
1 Amberley Street,
off Upper Parliament Street
Liverpool L8 1YJ
Tel: 0151-708-9790

Seventh Day Adventist Church
36 Kensington
Liverpool L7 8UX
Tel: 0151-264-8044

Baha'i

The Baha'i Centre
1 Langdale Road, Road
Liverpool L15 3LA
Tel: 0151-733-8614

Buddhist
Shedrup Ling
15 Parkfield Road
Liverpool L17 8UG
Tel: 0151-727 0108

Chinese Christian Disciples Church
30 Hope Street
Liverpool L1
Tel: 0151-709-4564
Gospel Church
11 Great George Square

Liverpool L1 5DY
Tel: 0151-709-5050

The Pagoda Community Centre
Henry Street
Liverpool L1 5BU
Tel: 0151-708-8833

German Lutheran Church
Bedford Street South
Liverpool L7
Tel: 0151-427-0986

Greek Orthodox Church
3 Berkley St
Liverpool L8 1XP
Tel: 0151-709-9547

Hindu Cultural Organisation
253 Edge Lane
Liverpool L7 5PH
Tel: 0151-263-7965

Shree Radha Krishnas
Temple
253 Edge Lane
Liverpool L7 2PH
Tel: 0151-263-7965
hcoliverpool@yahoo.co.uk

Islamic

Al Rahmal Mosque
29 Hatherley Street
Liverpool L8 2TJ
Tel: 0151-709-2560
liverpoolmuslimsociety@hotmail.co.uk

Childwall Hebrew Congregation
Dunbabin Road
Liverpool L15 6XL
Tel: 0151-722-2079

Liverpool Progressive Synagogue
28 Church Road North
Liverpool L15 6TF
Tel: 0151-733-5871

Liverpool Jewish Youth and Community
Centre
Harold House,
Dunbabin Road
Liverpool L15 6XL
Tel: 0151-475-5681

Sikh Gurdwara Community Centre
Wellington Ave
Liverpool
Tel: 0151 773 0076

Swedish Church
138 Park Lane
Liverpool L1 8HG
Tel: 0151-709-7763

For details of local bus services to these areas please contact Merseytravel direct.

RELIGIOUS OBSERVATION

Refer to section entitled Cultural & Religious Observance.

REMOVAL EXPENSES AND DISTURBANCE POLICY (FOR NEW EMPLOYEES ONLY)

Where a person is recruited from outside the University's staff, and it is necessary for them to move their home, then the provisions of this policy, subject to the stated conditions, may apply. It should be noted, however, that removal expenses are only likely to apply in exceptional circumstances. In such cases the University must be satisfied that the expenditure which the appointee incurs in connection with any items of the policy is reasonable and appropriate and subject to the prior approval of the Dean of Faculty/Pro Vice Chancellor. His/her sanction must be obtained by the new appointee before any allowance or expenditure intended to be recovered via this Policy is assumed or actually incurred.

The scheme only applies to staff engaged in contracts of a minimum duration of two years. It applies to owner or owner occupier of a dwelling and shall not apply to first time purchasers, or to tenants of furnished accommodation.

Should the appointee leave the service of the University within one year from the date of commencing employment, he/she will be required to repay in full any payments made under the Policy. Thereafter repayment will be on a graduated scale.

The Policy also covers conditions of assistance, lodging allowance, removal/storage expenses, estate agents, legal fees and disturbance/settling in allowance. Further details may be found at: <http://www.ljmu.ac.uk/employ>

RESEARCH

The Procedure for the Investigation of Misconduct in Research covers the principles for good research practice and the professional standards that University staff are expected to follow (adhering to the work of the UK Research Integrity Office).

The University Procedure can be found on <http://www.ljmu.ac.uk/RGSO/99019.htm>

Grant Application Procedure

All staff applying for external funding for research and other activities must first have their application formally approved by the University. The procedure outlines the steps involved in all external grant applications including electronic submissions.

The core principles of the procedure are that it applies to all grant applications, that you should plan ahead allowing sufficient time for each stage of the process and that the University Finance Department should determine and approve all financial aspects of your application.

Please contact the Research or Development Funding Offices with any queries.

Details of the Grant Application Procedure, contact details for support including costing and pricing and a grant application proforma can be found on:

<http://www.ljmu.ac.uk/RGSO/58866.htm>



Code Of Practice For Research Students And Supervisors

The Code of Practice for Research Students and Supervisors is designed to provide more detail to enable co-operation between the Research Support Office, the home School and the research student to flourish.

The content is intended to be of use to both research students and their supervisors in dealing with the various stages and processes of a postgraduate research programme.

The Code of Practice for Research Students and Supervisors can be found on:

<http://www.ljmu.ac.uk/RGSO/100494.htm>

Research Funding Opportunities

Details of how LJMU staff and students can be alerted to external research funding alerts through the university's subscription to researchresearch.com can be found on

<http://www.ljmu.ac.uk/RGSO/67993.htm>

Research Skills Development and Training

LJMU adheres to the principles of the UK Research Concordat. This supports the training and further development of early career researchers. At LJMU we provide such opportunities to postgraduate research students, research staff and academic staff both internally and through the activities of Vitae. Details of the skills opportunities available can be found on <http://www.ljmu.ac.uk/RGSO/98579.htm>

Research Ethics


LJMU is committed to maintaining high ethical standards in the research undertaken by its staff and students. Research ethics ensures the safety, dignity and rights of research participants whilst providing assurance that research is being conducted within an ethical framework as outlined in LJMU Code of Practice for Research. It is a fundamental requirement of LJMU that all projects undertaken by University staff or students using human subjects as participants receive approval from an appropriate LJMU Research Ethics Committee (REC) or a REC within the National Research Ethics Service (NNRES) before any recruitment commences. Further information regarding the requirements for and procedures to obtain ethical approval can be found at:

<http://www.ljmu.ac.uk/RGSO/93042.htm>

RETIREMENT

The University does not operate a compulsory retirement age for its staff.

The University is committed to equal opportunities for all members of its staff and recognises the contributions of a diverse workforce, including the skills and experience of older members of staff. It believes that staff should, wherever possible, be permitted to continue or cease working at a time that suits them and their circumstances. Accordingly the University operates a voluntary retirement policy which enables staff members to retire at a time of their choosing. The purpose of this policy is to set out LJMU's approach



to the retirement of its staff. Details can be found on the HR website <http://www.ljmu.ac.uk/employ>

RIGHT TO REQUEST TIME OFF FOR TRAINING

Eligible members of staff have the legal right to request time off for training purposes. Please refer to the Right to Request Time Off for Training Policy and Procedures and associated guidelines for full details on <http://www.ljmu.ac.uk/employ>

RISK MANAGEMENT

The overall management of risk is the responsibility of the Strategic Management Group. However, it is also a requirement of all members of staff to adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to LJMU. Staff should also be alert to the risks of missing opportunities that could be of benefit to LJMU. Any queries about risk management should, in the first instance, be addressed to your line manager. Further details can be found on the Risk Management web pages which also have details about LJMU's Business Continuity arrangements.

<http://www.ljmu.ac.uk/infrastructure/RiskBusContinuityHandbook/70017.htm>

SABBATICALS

Sabbaticals are at the discretion of the Faculty/School concerned. Local arrangements will therefore apply. Those interested in taking a sabbatical should contact their line manager in the first instance.

SALARY SCALES

Salary scales can be found <http://www.ljmu.ac.uk/employ>

SCHOOL FUNCTIONS

Each Faculty has its own strategic plan and mission statement. Staff are expected to contribute to the development of these plans, which are regularly reviewed and updated. Copies of the documents are available from the School Office.

The management and organisation of each School will vary. There is no required format that each School has to follow. However, all Schools will have staff designated to oversee a number of major functions and responsibilities.

SEASON TICKET LOAN SCHEME (FOR TRAVEL PURPOSES)

The University operates an annual season ticket loan scheme, which does not qualify as a taxable benefit. Refer to the section on Travel Ticket Loan Scheme for further details.



SECURITY

The aim of Security Services is to provide a safe and secure environment for all staff, students and visitors. The Headquarters of the Security Services is a purpose-built Security Centre at the James Parsons Campus, which monitors all of the CCTV, Intruder and Fire Alarms and Access Control Systems around the University.

The University provides a 24 hour 365 day a year uniformed security service operated from 3 main bases – Security Lodge, James Parson Campus; John Foster Building and IM Marsh. From these bases patrolling briefs are carried out across all campus sites and premises.

If you see or hear anything suspicious or are concerned about your own personal safety then telephone the University Emergency Line on 2222 from any University phone or 231 2222 from outside the University. A security officer will be immediately dispatched to investigate the situation or provide assistance as necessary.

Non-urgent incidents should in the first instance be logged with the Security Control Room (tel. 231 2083/2513).

If you require advice or guidance on any security related matters, please contact Security Services on 231 2556 or visit their website <http://www.ljmu.ac.uk/PRS/security/index.htm>

SERVICE FUNCTIONS

Each Service Area has its own strategic plan and mission statement. Staff are expected to contribute to the development of these plans, which are regularly reviewed and updated. Copies of these documents are available from the relevant department. The management and organisation of each Service Area will vary. However, all such areas will have staff designated to oversee a number of major functions and responsibilities.

SESSIONAL/HOURLY PAID STAFF

Hourly paid staff are paid for the hours they work at an agreed hourly rate. These comprise of Sessional Lecturers, Teaching Support Officers and other ad-hoc authorised hourly paid work. Hourly paid employees should only be employed to cover for temporary staff absence, temporary increase in workload, or for other temporary occasions for a period of work for one or two semesters. For longer term occurrences, a fractional contract should be used. Hours of work and total gross payment for the period are detailed in individual contracts of employment. Total gross payment is inclusive of an amount for holidays. Further details on holiday pay can be found in the contract of employment. Individuals have access to the local grievance procedure.



Sessional Lecturers

Sessional Lecturers should work up to a maximum of 12 hours per week and the rate of pay is in respect of each teaching hour delivered. Payment includes payment for teaching, all work done in connection with scheduled teaching (preparation, setting and marking of projects, assignments and examinations and the provision of data, reports and course related material) and a payment for accrued annual leave. The rate of pay is based on the current multiplier of 1.5 additional hours paid for every hour's teaching. This formula used is based on JNCHES guidance.

The sessional rate of pay has been evaluated under HERA specifically for those teaching and therefore must not be used for any other type of work. Sessional Lecturers are automatically entered into the Teachers Pension Scheme, opt out details are available in the contract of employment.

Teaching Support Officers

The rate of pay is in respect of each working hour. This work will include remuneration for all work including preparation for the work of the class.

Teaching Support Officers are automatically entered into the Local Government Pension Scheme – unless the contract period is less than 3 months. Opt out details are available in the contract of employment.

Other Hourly Paid Work

Hourly paid work may also be used for other temporary work and the rate of pay must be evaluated under HERA. This work must be authorised by an HR Adviser before being carried out. This hourly work will automatically be entered into the Local Government Pension Scheme unless the contract is for less than 3 months. Opt out details are available in the contract of employment.

For further information on employing hourly paid staff, refer to <http://ljmu.ac.uk/employ>

SEXUAL HARASSMENT

Refer to the sections entitled Bullying/Harassment and Equal and Diversity Policy. Further information can be found in the Bullying and Harassment Policy

<http://www.ljmu.ac.uk/employ>

SICKNESS POLICY

Refer to section entitled Absence Policy.

SMOKING

The University has a legal obligation to comply with the Health Act 2006, which became law in July 2007. It also has a more general duty under the Health and Safety at Work etc Act 1974 to ensure so far as is reasonably practicable, that the working and studying environment is healthy. Thus, the University has a duty to protect non-smokers against involuntary inhalation of tobacco smoke.

Smoking is not permitted in all areas of the University, including most internal and perimeter grounds such as gardens and car parks. Smoking is not permitted in University vehicles. Where smoking is permitted in perimeter grounds, designated smoking areas are clearly signed. The University supports smokers who wish to give up smoking by providing advice and support through the Occupational Health Unit. Further information can be located in the No Smoking Code of Practice, which can be found on:

<http://www.ljmu.ac.uk/hse>

SOCIAL NETWORKING

The University's Social Networking Statement outlines the responsibilities of members of staff using the internet to access social networking websites such as Facebook, Myspace, Bebo, Friendster etc. The statement should be read in conjunction with the University's Computing Facilities Conditions of Use and the Code of Conduct for Staff. For more details see www.ljmu.ac.uk/cis/policies/65847.htm and <http://ljmu.ac.uk/employ>

SPACE MANAGEMENT

Space is a University resource that is allocated in a manner that best supports the University's priorities. It is essential to manage and make the best use of the space the University has available. Further details can be found in the Space Management Policy on:

<http://www.ljmu.ac.uk/atoz/65747.htm>

SPECIAL LEAVE (WITH PAY)

Leave for compassionate reasons – e.g. Bereavements of close family – may be authorised by the relevant Director of School or Service up to a maximum of five days. Such leave must be notified to Human Resources.

Leave for all the following reasons must be authorised and notified to Human Resources in advance by the appropriate line manager. Approval will be subject to the needs of the service but will not be unreasonably withheld.

- Leave to attend meetings of outside bodies (e.g. Professional bodies excluding trade unions)
- Leave for trade union purposes (i.e. meetings of trade unions including annual conferences) must be in line with agreed time-off arrangements
- Leave for magisterial duties
- Leave for Employment Tribunal panels
- Leave to serve as a member of a local authority

- 
- Leave for serve with non-regular forces (e.g. annual training camps and special courses) up to a maximum of two weeks per year.

Leave for jury service will be automatic upon evidence being produced by the employee, as much notice as is practicable must be given to the individual's line manager. (Human Resources will advise on pay arrangements).

SPORTS FACILITIES

'Marsh Sports', the University's sports facilities, is based within the Faculty of Education, Community and Leisure on the IM Marsh Campus situated in Aigburth.

'Marsh Sports is not just another leisure centre; it is a place for activity, sport and learning'. It is committed to making a positive difference to the sport, leisure and dance opportunities in the community at large through activity programmes, events, partnerships and education, ensuring that there are opportunities available to anyone who may wish to engage in physical activity.

The Marsh Sports offers the following facilities:

- Fitness Suite with a gym with a full range of cardiovascular equipment, resistance training machines, free weights and core strengthening equipment. Gym staff are on hand to assist you, including giving new member inductions and writing personalised training programmes.
- Exercise classes

Subsidised rate are available for LJMU staff for either gym and pool or gym only. Current rates, exercise timetable and further information can be found on their website <http://www.ljmu.ac.uk/marshsports>

STAFF DEVELOPMENT POLICY

The University recognises that the continued success of our learning organisation is dependent upon the combined efforts and capability of all staff. To this end LJMU is committed to investing in the Continuous Professional Development of staff to enable us to fulfil our Mission, Purpose and Core Values.

The University is committed to encouraging all staff to take ownership of personal and professional development, as individuals and as contributors to our community and wider society. Every member of staff is expected to engage in Personal Development and Performance Review to regularly reflect on their role and performance, career progression and Continuous Professional Development activity aligned to supporting the achievement of strategic objectives within Faculty and Service Plans.

Examples of Staff Development:

- Planned participation in individual, departmental, cross-team and organisational development activities
- Utilisation of opportunities that arise through daily work activities and the overall University environment
- Leadership and Management programmes
- Coaching and Mentoring
- Academic and professional qualifications
- Equality and Diversity awareness raising
- Voluntary work in the wider community

The full policy is available on <http://www.ljmu.ac.uk/sdc/>

STAFF ID CARD/USERNAME/PASSWORD

Obtaining Staff ID Cards

A University ID Card gives you access to card controlled buildings, all printing/photocopying facilities, School and Campus Office administration and to the LRC's for library books etc. You may also be required to present the card for security purposes whilst on University premises.

All new members of staff should attend HR for a brief induction (held every Monday 9.30am) where you will be able to obtain your staff ID card or be given instructions about how to convert an existing card (non-staff or student) to staff status. If you are unable to attend the HR Induction on your first day of employment you will need to contact the HR Admin Team. HR will be able to provide instructions about where you can obtain your staff card.

Should you need to apply for temporary IT access and an ID card for someone working with you, but who is not employed by LJMU, the line manager should complete a 'temporary barcode request form' available from the HR website and forward it to HR. Your card should be returned to LJMU if your employment with the University ends.

Computer User Name/Password

Once you have received your staff card, you can gain IT access by logging on to an LJMU networked computer and typing in "activate" as the username and "activate" as the password and follow the on-screen instructions. Alternatively, from a non-LJMU networked PC, you should log onto: <http://activate.livjm.ac.uk> and follow the on- screen instructions.

Lost/Replacement Cards

If you lose your card or your card is stolen this needs to be reported to Security Services as soon as possible on ext. 2556. To obtain a replacement card you will need to go to an LRC to obtain a replacement.

For further information regarding card issue please contact:
Gaynor Singleton, Security Lodge, Byrom Street, Liverpool L3 3AF
Tel: 0151-231-2556
Fax: 0151-231-2559
Email: g.morris@ljmu.ac.uk
<http://www.ljmu.ac.uk/PRS>

STAFF INFOBASE (STAFF SELF SERVICE SYSTEM)

The staff infobase self service website allows staff to access and interact with their personal information putting everything in one place so they can view all of their personal details whenever they want.

Through staff infobase staff can:

- Receive electronic payslips, a greener, more sustainable method of issuing pay information
- Be sure their personal data is secure
- Avoid the risks that come from maintaining separate staff record databases
- Maintain their own personal information, have instant access to their absence records and book onto training courses
- Apply for Annual Travel Loans and submit overtime claims for authorisation.

In addition, staff infobase also has a managers' self service system that enables managers to perform certain administrative tasks electronically. Further information can be found on <http://www.ljmu.ac.uk/employ>

Also refer to section on Employee Personal Details.


STAFF SUPPORT GROUPS (EQUAL OPPORTUNITIES)

The following staff support groups have been set up:

- Lesbian, Gay, Bisexual, Group
Contact: Meriel Box ext 6111 or M.Box@ljmu.ac.uk
- Cultural Diversity Group
Contact: Marcellina Boyle ext 5564 or M.Boyle@ljmu.ac.uk
- Staff Disability Equality Forum
Contact; Sile MacRaghnaill ext 3875 or S.Macraghnaill@ljmu.ac.uk

The purpose of each of these groups is:

- To provide a forum for discussing appropriate issues
- To provide support and networking

- 
- To share best practice
 - To raise issues in a safe environment
 - To contribute to policy development and equality schemes and action plans
 - To meet according to the schedule agreed by the group
 - To organise social events
 - To contribute to staff development
 - To arrange an annual event to celebrate diversity
 - To determine membership (staff only or staff & students/external groups)

For further information on this initiative and other staff development opportunities contact the Equality & Diversity Adviser and/or the Academic Enhancement Unit.

STAFF SURVEY

Every three years the University organises a confidential University-wide survey of all its staff to hear and take account of staff opinion across a wide range of subjects.

Questionnaires are distributed either electronically or in hard copy and you are asked to spend about 10 minutes responding to a range of questions about the services provided by LJMU. As a stakeholder in LJMU, it is important that you complete the questionnaire in order that you have your say.


The results of the survey are published on the University website. The University and the University Board of Governors do take note of what staff report and effort is made to respond to ideas, suggestions, concerns and problems. In addition the University, from time to time, sends out short “pulse” surveys to staff on specific matters to gauge their opinion on the topic in question.

STRATEGIC STATEMENT 2007 - 2012

In the period 2007-2012 we will:

- Deliver to our students high quality academic programmes connected to the world of work and business along with a range of assessed and certified experiences and personal skills that will best equip them for successful careers.
- Maintain growth in our traditional public income sources whilst increasing income from non-public sources, such as contract research, commercial enterprise and knowledge transfer.
- Maintain our reputation for excellence in governance and management, through continuous development and improvement against the rigours of the EFQM Excellence Model, and through the continued development of a strong strategic management focus.

Our staff, students and prospective students have a collective aspiration and determination to succeed. This is encapsulated in our Dream Plan Achieve ethos, which brings together our ambition, our mission, purpose and values, and our ongoing commitment to excellence.



This strategic plan (2007 – 2012) takes Dream Plan Achieve to a new and more challenging level – one we must rise to meet if we are to continue to be recognised as a leading university with a reputation for excellence in everything we do.

STRESS

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed upon them”. Most people will gain benefits from having reasonable pressure and challenge, but work-related stress is a foreseeable response that occurs when an individual perceives that he/she cannot cope at a given time with those ‘pressures’.

The University recognises that stress at work is a Health and Safety issue and that it has a duty, under Section 2 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and other relevant legislation to take all reasonably practicable measures to reduce it. Accordingly it understands and accepts its responsibility to identify and where practicable to reduce stress in the workforce. Likewise under Section 7 of the Health and Safety at Work etc Act employees have a duty not to endanger themselves or others, and to co-operate with the management of the University in meeting statutory requirements.

The Work-Related Stress Policy informs everybody in the University of its commitment to minimising the harmful effects of stress and the procedures that should be followed and who is responsible for each step. The Work-Related Stress Policy and Guidance Notes for both Managers and Staff can be found on the HR website <http://www.ljmu.ac.uk/employ>. The culture of LJMU is to encourage all staff and managers to actively to work together to combat stress in the workplace, and to take ownership of this process.


Stress Risk Assessment

Guidance on stress risk assessments can be found on the HR website

The Stress Risk Assessment Steering Group oversees, and monitors the Stress Risk Assessment Process, and makes recommendations based on the outcomes of the Stress Risk Assessment Process.

Absence due to work-related stress

If a member of staff submits a doctor’s note indicating that they are suffering from stress/work-related stress/anxiety/depression the manager must contact the relevant Human Resources Adviser informing him/her accordingly. If the diagnosis is confirmed as work-related the individual concerned should not re-enter their place of work under the same working conditions until a full assessment of the risk has taken place. Guidance on individual stress risk assessments can be found on the HR website



If a member of staff makes it known that he/she is experiencing stress in the workplace, but it has not got to the stage where absence from work has resulted an individual risk assessment should be completed.

STUDENT ENTERPRISE (FOR STUDENTS AND GRADUATES)

Student Enterprise is a University service delivered in partnership with the Young Enterprise Graduate Programme and supported by the European Social Fund and European Regional Development Fund. Its aim is to help LJMU students and graduates develop their entrepreneurial potential, discover more about starting up in business and put their business ideas into practice. Further information can be found on:

<http://www.ljmu.ac.uk/startup> Phone: 0151 231 8060. Email: startup@ljmu.ac.uk

STUDENT INFORMATION

Student information can be accessed from the front page of the LJMU website.

Basic information required by students can be found on the Library and Student Support website <http://www.ljmu.ac.uk/lea>

Also refer to the section on Library and Student Support.

SUBSISTENCE

Refer to section on Travel.

SUGGESTION SCHEME

The LJMU Suggestion Scheme is open to all employees of the University. Suggestions will be accepted from both individuals and groups.

Suggestions are welcomed from any area/topic but should not be retrospective or part of an individual's own specific job duties. In particular, suggestions will be welcome which relate to our Strategic Plan and to our underpinning Mission, Purpose and Values. The scheme pro-forma is available on the website and also from site offices and from the scheme administrator.

Full details of the Staff Suggestion Scheme Policy are available from the Scheme Administrator or from the website <http://www.ljmu.ac.uk/suggestions/>

SUSTAINABILITY

LJMU is a large organisation which occupies over 45 buildings. The estate portfolio includes a wide range of buildings of various ages, type, construction and use. The University's operations naturally have a local, national and global environmental impact. The role of sustainability is to reduce this impact through implementing environmental improvements.

LJMU has for many years been committed to reducing the adverse impact of its activities on the environment. Some of the actions that have been taken can be found on the Sustainability website <http://www.ljmu.ac.uk/sustainability>. The website also provides information on what is happening in and around the University on sustainability issues.



Also refer to the section on Energy and Water Conservation.

SWITCHBOARD

Telephone extension numbers should be updated via staff infobase.

Members of staff are responsible for notifying the switchboard of any changes of telephone extensions, offices or premises. They can be contacted by dialling 0 from any internal telephone or by 231 2121 from an external phone.

Telephone Directory

An up-to-date copy of the University's telephone directory can be found on:

<http://www.ljmu.ac.uk/telephone>

TALKING TO THE MEDIA – GUIDELINES FOR STAFF

LJMU is an immensely newsworthy University, evidenced by our cuttings which show that we are in the media, both print and broadcast, every single day.

Media coverage is a great way to gain a high profile for the University but it can be double-edged. Good communication skills are the key for both personal and institutional success.

If you are contacted by the media or want to publicise something in the local or national press, radio or television, please contact Corporate Communications on ext. 3369.

For a fuller guide to handling the media please visit the web page:

<http://www.ljmu.ac.uk/corporatecommunications/index.htm>


TERMS AND CONDITIONS OF EMPLOYMENT

The main terms and conditions of employment relating to you as an individual are outlined in your most recent contract of employment and/or letter of appointment. Your contract of employment is a legal document that sets out the rights and duties of both the employer and the employee with regard to a job. It is a written statement of the terms and conditions of employment and is issued to you when your employment starts with LJMU or you change jobs within LJMU.

A number of HR policies are referred to in your contract and are published separately on the website <http://www.ljmu.ac.uk/employ>. These policies should be read in conjunction with the Contract of Employment.

The information given in this section is of a more general nature, designed to provide the vital information you require in your first few weeks – it should be used as a source of initial reference rather than as an in-depth document detailing policies. The HR Policies and Procedures should be used to access more detailed information on LJMU policy <http://www.ljmu.ac.uk/employ>

TIME KEEPING



Persistent lateness may render you liable to action in accordance with the disciplinary procedures and may ultimately be considered grounds for dismissal.

TIME OFF FOR DEPENDANTS

Employees have the legal right to take reasonable time off work without pay to deal with certain unexpected or sudden emergencies concerning a dependant.

Please refer to the Time off for Dependants Policy for full details on:

<http://www.ljmu.ac.uk/employ>

TIME OFF FOR TRAINING

Refer to section on the Right to Request Time Off for Training.

TRADE UNION RECOGNITION

The University recognises the important contribution that Trade Unions have in working together with management to achieve effective and harmonious employment relations.

LJMU recognises the following Trade Unions:

- GMB - manual staff
- UCU - academic staff
- UNISON - administration and technical staff

The University has a Recognition Agreement with these unions. Local Trade Union representatives work positively with the University Management Team and Human Resources, and meetings are held regularly throughout the academic year.

Websites: <http://www.gmb.org.uk/>
<http://www.ucu.org.uk/>
<http://independent.livjm.ac.uk/unison/>

TRAINING

Refer to sections on Academic Enhancement Unit and Staff Development Policy.

TRAVEL

Staff will be reimbursed actual and reasonable business expenses in accordance with maximum rates specified within the Staff Travel and Subsistence Arrangements. The Expenses Policy can be found on the website <http://www.ljmu.ac.uk/fin>
Documentation and claim forms can be downloaded from the website.

Extending international visits for personal benefits – contributions to travel

In exceptional circumstances a member of staff may request an extension to a business trip in order to spend some personal time abroad. Such a request must be endorsed by the appropriate authorising person (refer to Expenses Document) and a copy of the prior written approval copied to the Insurance Officer, Financial Services before any bookings are made.

It may be appropriate, in exceptional circumstances, for a partner to accompany a member of staff on an overseas visit for business reasons. This must be clearly identified on the Pre-visit Application form and approved by the appropriate authorising person. Where partners accompany staff members the contribution required will be 50% of the accommodation costs.

Where extensions to international visits for personal benefit are approved, contributions towards the cost of the trip will be required. The amount will depend on individual itineraries and must be agreed with the Director of Finance and paid to the University before the travel is undertaken. Further information and guidelines to follow can be found on the website: <http://www.ljmu.ac.uk/fin>

TRAVEL TICKET LOAN SCHEME


The University operates an annual season ticket loan scheme, which does not qualify as a taxable benefit. To obtain an annual season ticket loan you are required to complete the online application through Staff Infobase under 'Pay Elements'. Applications need to be approved electronically by your line manager.

Before applying for the loan you will need to request the price of the season ticket from the travel provider before completing your application. Payments for season tickets are made by BACS transfer into your bank account in next month's salary. This is assuming that the payroll has not already been run for that month (in which case it will appear in the following month's salary). Your application must be approved by your Line Manager by the 17th of the month to ensure that it is paid in this month's pay. It is possible to apply for a new loan up to 2 months before the current loan finishes i.e. you can apply after you have made your 10th payment.

Further details of the scheme may be found on the website HR website <http://www.ljmu.ac.uk/employ> or from the Team Co-ordinator (Pensions) in the HR Department.

TRAVEL PLAN

The travel plan sets out a range of measures aimed at promoting sustainable forms of transport to reduce dependency on single car occupancy. It is not a scheme that is against car use as such, but aims to achieve less car use to benefit everyone. By looking at the travel issues that face both staff and students the University can try to make other forms of



transport more accessible, drawing on the help of TravelWise and other travel planning consultants.

Separate travel plans have been created for each of our three main campus areas. Travel planning seeks to reduce the negative impact on the environment and to promote health and general well being.

The Travel Plan website will keep you up to date with LJMU Travel Plans, providing you with more information about travelling to LJMU and provide links to schemes, clubs and initiatives that already exist. <http://www.ljmu.ac.uk/infrastructure/travelplans>

UNIVERSITY PROPERTY

It is the duty of all employees to exercise care in their use of University property. Damage to such property caused by negligence may result in disciplinary action.

Office cleaning is carried out regularly but employees are asked to co-operate in keeping the buildings neat and tidy by placing all waste paper in the receptacles provided and by leaving offices, workplace and desks tidy.

UNIVERSITY WEBSITE

www.ljmu.ac.uk

UNPAID LEAVE

Unpaid leave will only be granted in exceptional circumstances. An application, with reasons, should be made in the first instance to the line manager and the decision notified to Human Resources. Also refer to section on Additional Annual Leave (unpaid).

VOLUNTARY RETIREMENT

Refer to the section on Retirement

WEBSITE

Refer to section on University Website.

WELFARE SUPPORT

Refer to sections on Cultural and Religious Observance, and Dress Code and the Equality and Diversity Website <http://www.ljmu.ac.uk/EOU/index.htm>

WHISTLE BLOWING

Refer to section on Disclosure of Information

WORK LIFE BALANCE

LJMU recognises that staff members have differing demands on their time and energies at home as well as work. The University supports Work Life Balance initiatives for all staff. A better quality of life for staff has a positive effect on the performance of the University. Our Work Life Balance statement draws together policies and procedures that enable staff to achieve a healthier balance between their home and work lives.

The University values people for their contribution to the operational needs of our organisation. LJMU regularly reviews its work life balance practice and well being agenda to promote a healthy organisation. It is the responsibility of managers to encourage staff to maintain a healthy balance between work and home life.

For further information on our work life balance initiatives, some of which are listed below, contact your HR Adviser:

- Flexible working
- Part-Time Working
- Job Share
- Parental & Adoption leave
- Occasional working from home
- Time off for dependants
- Additional Annual Leave (unpaid)
- Learning at Work and Well Being Events
- Cycle to Work Scheme
- Staff Support Groups

For information on Learning at Work and Well Being events contact the Academic Enhancement Unit. For information on our Staff Support Groups contact the Equality and Diversity Adviser:

Policy documents, Staff Support Groups and Cycle to Work Scheme can be found on:

<http://www.ljmu.ac.uk/employ/>

<http://www.ljmu.ac.uk/EQU/92754.htm>

<http://www.ljmu.ac.uk/infrastructure/travelplans>

WORK SHADOWING SCHEME

Work shadowing is a process whereby a person ‘shadows’ or follows someone in their work role for a period of time. It has many potential benefits for an organisation such as LJMU. It can help to improve communication across departments, schools, sites and even other HE institutions. It is also an excellent networking tool and can facilitate the breaking down of barriers across the University. Work shadowing is an opportunity for sharing best practice and for self-development. Work shadowing can be arranged by individual request by contacting the Academic Enhancement Unit website:

http://www.ljmu.ac.uk/Academic_Enhancement/index.htm

WORKING FROM HOME (OCCASIONAL)

It may be appropriate for some employees from time to time to carry out some of their duties at home. Such arrangements may be made on the basis of an informal agreement with their Line Manager/Director or Dean. There are obviously potential benefits for both the employer and the employee in such arrangements but it is important to be aware of the implications and of the responsibility of the parties. In such instances occasional is defined as representing no more than 20% of working time calculated on a monthly basis.

Guidelines for occasional working from home can be found on the website <http://www.ljmu.ac.uk/employ/>

The procedure only covers occasional work from home and if an employee or prospective employee requests to be designated as a home-worker further advice should be sought from your HR Adviser. The health and safety aspects of working from home are dealt with in a Code of Practice which is located on the Health and Safety Unit's website.

WORKING TIME DIRECTIVE

Refer to section on Hours of Work.

WoW

WoW stands for the "world of work" and it is an initiative which is unique to LJMU which aims to make graduates the most valued by employers.

The WoW initiative aims to ensure that every student is equipped with the skills they need to stand out from the crowd and successfully engage in the world of work, either because they possess skills which are highly valued by employers or because they are well equipped to set themselves up in their own business. Further information can be found on <http://www.ljmu.ac.uk/WoW> or by contacting the Graduate Development Centre (GDC).

USEFUL TELEPHONE NUMBERS

University prefix is 231

University telephone numbers can be found on the website on:

<http://www.ljmu.ac.uk/contacts>

Main Switchboard	0151 231 2121
Security	0151 231 2222
CIS Helpdesk	0151 231 5555

MEDICAL

Aintree University Hospitals	0151 525 5980
Royal Liverpool University Hospital	0151 706 2000
Liverpool Women's Hospital	0151 708 9988
NHS Direct 24 Hour Healthcare Advice and Information Line	0845 4647
Liverpool Central Library	0151 233 5829
Liverpool City Council	0151 233 3000
Merseyside Police	
Main switchboard for non-emergency calls	0151 709 6010
Emergency Number (Police, Fire, Ambulance etc)	999

HELPLINES

Samaritans	0151 708 8888
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TRAVEL

Merseytravel	0151 227 5181
Mersey dial-a-ride(for disabled people only)	0151 330 1660
National Rail enquires	08457 48 4950
National Express Coach Station	08705 80 8080
Tourist information	0151 233 2008
Travel information	0871 200 2233



NOTES



www.ljmu.ac.uk/personnel

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