



UNIVERSITY OF
CAMBRIDGE

Department of Chemistry



Research Staff Handbook

October 2017 – September 2018

About this handbook

This handbook has been produced as a guide for contract research staff in the Department of Chemistry. The Department has a diverse mix of over 200 researchers: some employed directly by the University, some working in the Department on a daily basis but funded directly by sponsors, fellowships or other means, some visiting the Department less frequently.

This guide is intended to bring together information relevant to all research staff, all of whom play an important and valuable role in the Department's world leading research. If you are unsure of any information, please ask your PI, supervisor, line manager or a member of the personnel administration office.

The information provided is, to the best of our knowledge, up to date at the time of going to print. You are advised to check online for the most up to date information. 'Section 7: Useful Links' has been included to help you do this and contains links for all of the online information referred to in this guide.

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Top Tip: Use this section to access a list of all the websites mentioned in this guide!

Welcome from the Head of Department



Professor John Pyle
Head of Department

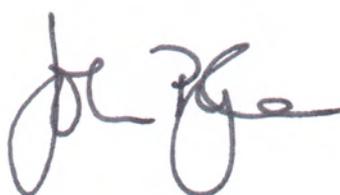
I would like to welcome you to the Department of Chemistry. I hope your career with us will be both enjoyable and rewarding.

It is our policy to communicate regularly with staff, students and visitors on matters of importance, such as changes to employment legislation, rules and regulations, or information relating to University or Departmental policy and procedure, and to promote the many training opportunities that are available throughout the year

This guide provides essential information about the Department; some general information about the terms and conditions of your employment; specific information about policies and procedures; and links to many other helpful websites. There are also online staff handbooks which inevitably will be most up to date and another useful source of information for you:

<http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>

If you need any further information or support please do not hesitate to ask your Supervisor, Principal Investigator or Line Manager.



1. Introduction

1.a) Commitment to University Mission and Core Values

The Department is committed to:

- The University's Mission and Core Values statement
- The University's Dignity@Work policy for employees
- The University's Dignity@Study guidance for students

These embrace the framework in which the Department operates and the requirement that we create and maintain an environment that is free from all unlawful forms of discrimination and unacceptable behaviour such as racial, sexual and disability harassment, as well as bullying. If you ever feel that these freedoms are being violated you should talk in confidence to your Head of Group, Section or Sector.

Our Departmental Vision, Mission and Values

Our *vision* is to enhance our reputation as a world-class teaching and research institution which is recognised for its innovation, excellence and discovery, and attracts the best students and staff worldwide.

Our *mission* is to maintain a Department that is regarded as equal to any in terms of its relevance of teaching and research, its quality of support and facilities and the learning opportunities and working experience it offers.

We aspire to *values* which are based on the highest professional and academic standards in terms of personal growth and satisfaction offered to our staff and students, growth and excellence in what we do, teamwork that is based on respect, trust and integrity, and innovation to promote growth and value to our research sponsors.

1.b) Chemistry in Cambridge

Chemistry in Cambridge aims to support fundamental science of the highest quality in a first class physical environment. The Department includes a large number of internationally recognised research groups covering an exceptionally broad spectrum of chemical science ranging from molecular biology to geophysics. Our enthusiastic research culture embraces new challenging areas, including strong collaborations with other academic disciplines and institutions, while maintaining a powerful presence in the traditional core areas of chemistry.

The Chemistry Department hosts around 200 postdoctoral research staff, over 250 postgraduate students, and around 60 academic staff, including newly independent researchers.

Three strategic collaborative research areas unify the development of research within the Department:

- **Chemistry of Health** aims to advance the understanding of health and disease in a number of areas that are of global importance: these include ageing, cancer and infection.
- **Sustainable Energy, Environment and Climate** aims to increase understanding of the impact of chemical processes on the environment and to develop sustainable energy systems.
- **Innovative Molecular and Materials Design** aims to transform the development and assembly of important functional chemicals to produce new high-value products that will lead to novel applications in health care, agriculture, energy and consumer products.

1.c) Research Interest Groups (RIGs)

The Department's research structure is organised around five Research Interest Groups (RIGs):

- Biological Research Interest Group
- Materials Chemistry Research Interest Group
- Physical Chemistry Research Interest Group
- Synthetic Chemistry Research Interest Group
- Theory, Modelling and Informatics Research Interest Group

Most staff participate in more than one RIG; this interaction benefits research in all of the groups.

You can find out more about the RIGs on the Department's research pages:
<http://www.ch.cam.ac.uk/research/rigs>

1.d) Athena SWAN

Athena SWAN is a national scheme to promote women's careers in science, technology, engineering, maths and medicine (STEMM). As a founder member and institutional award holder, the University is actively engaged in promoting the principles of the Athena SWAN Charter and encourages eligible Departments to participate in this important initiative. Nationally, there are over 90 member institutions, including 23 of the 24 Russell Group Universities.

The Department of Chemistry holds an Athena SWAN silver award and has an Athena SWAN working group tasked with identifying and driving a Departmental action plan. As a result, and within 18 months of its first submission, the Department has made significant progress in its provision for researchers working through its action and targeting the following key priorities:

- **Improve the proportion of women Undergraduate and Post Graduate Students**
- **Support the recruitment, retention and promotion of female staff**
- **Provide a culture where everyone can succeed**

This includes a revised staff review and development scheme, a new mentoring scheme for contract research staff and the introduction of leavers questionnaires to help us celebrate and improve. You can find out more about the departmental action plan by visiting the Department's Athena SWAN pages: <http://www.ch.cam.ac.uk/page/athena-swan-silver-award>.

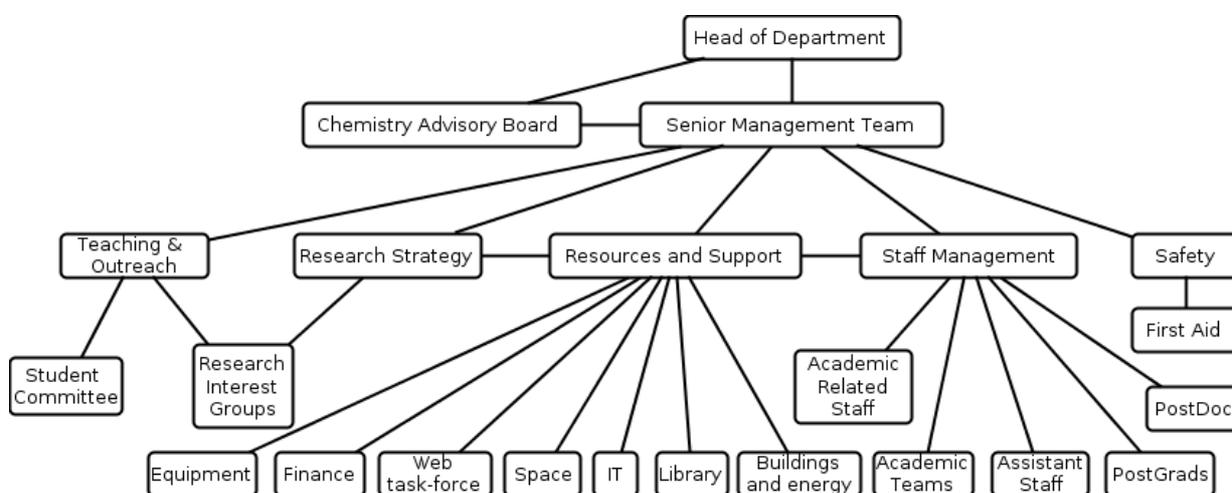
1e) Department Personnel

Title	Name	Ext.	Email
Head of Department	Prof John Pyle	36376	John.pyle@atm.ch.cam.ac.uk
Executive Assistant to the Head of Department	Daphne Kaufhold	36343	chhodsec@hermes.cam.ac.uk
Deputy Head of Department - responsibility for staff	Dr Nick Bampos	36426	nb10013@cam.ac.uk
Deputy Head of Department - responsibility for resources / support	Dr James Keeler	36428	jhk10@cam.ac.uk
Academic Secretary (Departmental Administrator)	Dr Howard Jones	36068	hrnj1@cam.ac.uk
Support Services Manager (Departmental Administrator)	Marita Walsh	36453	mjw91@cam.ac.uk
Departmental Safety Officer	Dr Richard Turner	63936	rmt35@cam.ac.uk
Building Services Manager	John Palmer	36429	jp270@cam.ac.uk
Finance Manager	Ann Searle	62937	ars28@cam.ac.uk
Graduate Student Adviser	Dr Rachel MacDonald	62031	rmm73@cam.ac.uk
Research Grants Adviser	Sue Cowan	68212	ss799@cam.ac.uk
Welfare, Training and Development Adviser	Kathleen Pickett	36448	kjp45@cam.ac.uk
Knowledge Transfer Facilitator	Dr Yolande Cordeaux	46896	yc265@cam.ac.uk
Senior Librarian	Clair Castle	36329	cmc32@cam.ac.uk
Director of Graduate Education and Chair of the Postgraduate Student Committee	Dr Paul Barker	63096	pdb30@cam.ac.uk

1f) Departmental Committees

The Department has a number of Committees representing staff, operational and research matters.

Each staff category is represented by its own staff committee that reports in to the Staff Management Committee to ensure that employee-related issues and ideas are given the time and attention they deserve, well communicated and escalated as appropriate.



More about the structure of the Department and an overview of all Departmental committees is available on the Departmental Committee pages: <http://www.ch.cam.ac.uk/content/departmental-committees>.

2. Important Departmental Information

2.a) Security

If you see anything of a suspicious nature or you have any questions about general aspects of security, whether relating to buildings or equipment, please contact Reception on (3)6300.

Emergency information is available on the safety pages:
<http://www.ch.cam.ac.uk/safety/emergency-information>

For help in an emergency during office hours, call 43027.
For help in an emergency out of office hours, call 101.

i) Access to the Department (Mifare Access Control System)

Access to the Department (other than Reception and the East End foyer) is via an Electronic Access Control System called Mifare and requires the use of your University Photo ID Card. Your Mifare card also unlocks the gates to the cycle compound.

Admission is a privilege reserved for those registered and authorised personnel who hold a programmed University Photo ID Card. If you are followed through a Mifare controlled door, please check that the person following you is allowed through. If they are genuine, they will have their University Card with them.

The main entrance doors to the building are locked at night and at weekends. The doors are unlocked between 7am and 6pm hours Monday to Friday, and between 7am and 1pm on Saturdays during term-time. Access to the Department can be gained by authorised card-holders between 6pm and midnight Monday to Friday and between 7am and midnight at weekends via the West End front door.

Entry to offices and research laboratories may be either by key, number pad or card reader.

Normal working hours for technical, secretarial and cleaning staff (who operate on a flexible work system) are between 8am and 6pm, Monday to Friday.

Keys and cards must not be transferred from one person to another.

Lost or stolen cards should be reported immediately to Emma Graham, Personnel Administrator, Department's Administration Office, Room 146, to be deactivated.

For access to areas other than those programmed on your card, contact Sue Begg, Room UG05 Centre for Molecular Informatics.

ii) Data protection

The Data Protection Act 1998 sets out rules for processing personal information, and it applies to some paper records as well as those held on computer. The Act gives individuals certain rights, and also imposes obligations on those who record and use personal information to be open about how information is used and to follow eight data protection principles. Personal data must be processed following these principles so that data is:

- processed fairly and lawfully and only if certain conditions are met
- obtained for specified and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up-to-date
- not kept for longer than necessary
- processed in accordance with the subject's rights
- kept secure
- not transferred abroad without adequate protection.

Full details of your rights and responsibilities under the Data Protection Act are available online. In the course of inputting personal details on to the department database, and whenever a Mifare controlled door is activated, certain information is recorded. This information will be used only for safety and security reasons unless the Department is required to make a disclosure on legal grounds.

Requests for the release of information may only be authorised by the Data Protection Officer, the Departmental Safety Officer or the Head of Department.

iii) Personal data

The University holds personal data on members of staff. The data collected is necessary for compliance with employment law and the administration of an individual's employment contract. It is used for a full range of staff administration including: to establish an employee's training and development requirements; to assess an individual's qualifications and suitability, including state of health, for a particular job or task; to gather further evidence where there is a prima facie case for disciplinary action; to administer the payroll and pension scheme; to establish a contact point in the case of an emergency (e.g. next of kin).

The information is also used, in aggregate and anonymised form, to monitor staff posts to check that no discrimination is taking place, and to enable the University to take active steps to bring about fair treatment for all.

iv) Security and avoidance of theft

Although the department is occupied 24 hours a day it is still vulnerable to petty theft.

It is the responsibility of everyone in the Department to reduce to a minimum the likelihood of theft, and to reduce to a minimum the loss should a break-in occur. You should check that all doors and windows are locked securely whenever rooms are unoccupied, and especially outside normal working hours.

Please ensure you secure all personal belongings whilst you are in or around the Department at all times, especially bags, wallets and purses. You are encouraged to keep valuables out of sight whenever possible. Avoid hanging coats and jackets, or leaving handbags and cases, near to doors. Personal property is not covered by University insurance.

Also, remember to secure your car or bicycle when left in the car park or cycle parking.

Report any vehicle being damaged or anyone acting in a furtive or suspicious way to Reception or the Security staff immediately

v) Sale of Personal Property and Personal Requirements

The following departmental rules apply to staff and students:

- The department address or any telephone numbers may not be used in advertisements for the sale of personal property or for personal requirements.
- Email may not be used to advertise private sales or to lobby for election to University or College committees.
- The sale of goods on departmental premises is not permitted. Exceptions may be made for charity fund-raising with prior permission.

vi) Personal Possessions

The Department **will not** accept responsibility for loss of, or damage to, personal property on the premises. Personal property is not covered by the University's insurance policy. If you lose, or find, any personal articles please notify Reception

vii) Collections

If you wish to carry out collections, for example for a charity, you must obtain prior approval from Marita Walsh, Support Services Manager or, for post-graduate students, your supervisor.

2.b) Safety

i) Safe Working Practices

We believe that adequate provision for health and safety is essential to working life in the

Department and the University is legally obliged to provide a safe place for you to work. We therefore aim to ensure that everyone working in, or visiting the Department, is fully aware of their responsibility for safe working practices, and of the rules and procedures which are relevant to their role.

Each new member of staff should receive a Health and Safety induction as soon as practicably possible. You will receive a copy of the Safety Handbook and a Statement on Safety Regulations to be signed by you declaring you have read the handbook and will comply with the COSHH and other safety requirements. This book is given to all members of staff, students and visitors; it contains a wealth of general safety information.

If your work requires you to wear protective clothing such as boots, lab coats, safety glasses etc, it will be provided by the Department.

A dispensing optician also attends on-site to meet staff and students who require prescription safety spectacles. Please let Reception know if you have a requirement.

In relation to health and safety your duties are to:

- take reasonable care for the health and safety of yourself and all other persons likely to be affected by your actions or omissions;
- co-operate with the University in measures for health and safety. This includes co-operating with anyone having specific safety duties relating to safety management in your department, e.g. the Departmental Safety Officer (DSO), the Radiation Protection Supervisors, and the Biological Safety Officer.
- comply with any request from your Head of Department to undergo any health check and monitoring that s/he may consider necessary in relation to your duties or any change in those duties;
- not interfere with or misuse equipment etc. provided for health, safety or welfare.

Further safety information can be found:

- in the Department of Chemistry Safety Handbook
- on the Chemistry Health and Safety website
- on the web pages of The Safety Office.

Some safety courses are offered as part of the University's staff development programme.

ii) Use of Laboratory Facilities Outside Normal Working Hours

Departmental Regulations governing the use of laboratory facilities outside working hours state that experimental work is only permissible from Monday to Friday between 5.30pm and midnight, and from 7am to midnight on Saturday and Sunday, on the condition that experimental research workers never work alone in the laboratory. There must be at least one other person within easy call in the event of a mishap.

It is a Departmental requirement that EVERYONE signs in and out of the book in the West End (front) foyer if they enter or leave the Department after 7pm Monday to Friday or anytime at weekends

The laboratories and other facilities are not normally available at any time between midnight and 7am. During these hours the building doors are double locked. In exceptional circumstances work may be permitted during these hours after completion of a Working out of Hours (WOOH) request form which is available online.

iii) Lone Working

Lone work is work which is specifically intended to be carried out unaccompanied or without immediate access to another person for assistance. It is not the same as the chance occurrence of finding yourself on your own. There will always be someone who arrives first and somebody who leaves last. An individual who has either visual or audible communication with another person, will not be considered as working alone.

iv) Children and Unauthorised Persons

Children visiting the Department must be under the immediate and close supervision of a responsible adult at all times. They are not permitted into laboratories or workshops under any circumstances, and must be accompanied in any other part of the building.

An unauthorised person is someone who does not have authority, expressed or implied by appointment or position, to be in the area in question. A member of the Department, like any other visitor or person legitimately on University premises, may be an unauthorised person if they are in a part of the premises where they have no legitimate reason to be.

Unauthorised persons are not allowed access to workshops or laboratories and may not use tools, offices or other equipment wherever situated in the Department.

**Visitors must be accompanied at all times.
Unless work related, you must not receive visitors at work or bring anyone into the
Department at any time.**

v) Alcohol Policy

The Health & Safety at Work Act states that employers must safeguard, so far as reasonably practicable, the health, safety and welfare of those people who work for them.

No individual should work in the Department having consumed more than two units of alcohol. If this limit is exceeded, for example at lunchtime, personnel must not return to work, and must take the rest of the working day off as part of their holiday entitlement.

Departmental parties, e.g. the Christmas party, retirement parties etc. must be held after 4pm and there must be no consumption of alcohol in laboratories under any circumstances. Anybody who has consumed more than two units of alcohol at a Departmental or private party in the Department, must leave the premises and must not return to the laboratories that day. Small

celebration parties and receptions can take place at any time with the approval of the Head of Department, provided that no individual drinks more than two units of alcohol.

If you wish to use the Cybercafé or any meeting room/area for parties out of work hours you must apply for permission from the Catering Committee. Forms are available from Sue Begg (mailto:smb28@cam.ac.uk), Room UG05 Centre for Molecular Informatics.

vi) Smoking Policy

This is a no-smoking site. Smoking is only permitted on the west side of the site at the Panton Street entrance to the car park. Ask Reception for directions.

Smoking is not permitted anywhere else on site

2.c) Health and Well-being

Health and well-being falls under Health and Safety legislation and is taken seriously in the Department.

Display Screen Equipment (DSE) & Eyesight Tests - Sustained use of display screen equipment including computers, carries a risk of injury to the upper limbs and back, due to poor work station layout and work practices. Departmental Computer Officers (CO's) are certified to carry out DSE assessments. To arrange for a DSE assessment to take place, you should send an email request to: support@ch.cam.ac.uk.

The University Health & Safety Division has published a Code of Practice for the Safe Use of Display Screen Equipment (DSE) and Visual Display Units (VDUs). Further local safety information is available from the computer-related safety pages on the Department's intranet.

Stress at work - The University of Cambridge is committed to providing a safe and healthy working environment for its staff and recognises the importance of fostering psychological as well as physical well-being.

This commitment arises from the University's duty of care to all of its staff, and more generally the recognition that a safe and healthy working environment contributes to the motivation, job satisfaction, performance, and creativity of all staff.

Specifically the University is committed to the promotion of health, to the prevention of work-related stress and to the provision of support to any member of staff who may suffer stress. This means identifying those jobs that can place individuals at risk, and making sure there are measures in place to control or mitigate any risks identified. Managers are responsible for ensuring that this happens within their own work areas.

Managing stress does present a challenge to all those concerned, and this can be difficult to tackle when there is an impact on the stressed person and those around them, seriously affecting quality of working lives, and effectiveness in the workplace. It is therefore important for a manager to take prompt action in order to prevent, minimise and manage stress.

The University has published advice for staff and managers on how to tackle stress at work here: <http://www.admin.cam.ac.uk/offices/hr/policy/stress/>.

To discuss this issue, please speak with your line manager or contact your local administrators below. You may then be referred on to your HR Consultant or to Occupational Health.

**For help, contact Kathleen Pickett, Welfare, Training and Development Adviser
or Marita Walsh, Support Services Manager.**

University Counselling Service - The University Counselling Service has both a Student Counselling Service and a Staff Counselling Service.

The Student Counselling Service is available to all undergraduate and graduate members of the University and the Theological Colleges. A separate and dedicated University Staff Counselling Service is available for all University employees. To make an appointment, you will need to complete and submit a 'Pre-counselling form' online.

For more information, please visit the Counselling Service website or use the contact details below: <http://www.counselling.cam.ac.uk>.

Contact:

Cambridge University Counselling Service
2-3 Bene't Place
Lensfield Road
Cambridge CB2 1EL

Tel: 01223 332865

Email: reception@counselling.cam.ac.uk

Open hours:

Mondays: 9am - 5.30pm
Tuesdays: 9am - 7.30pm
Wednesdays: 9am - 5.30pm
Thursdays: 9am - 7.30pm
Fridays: 9am – 5pm

Occupational Health Service – The Occupational Health Service is based at 16 Mill Lane, Cambridge. Its main functions are to prevent ill health arising from work and to promote health at work. Its staff are available between 8.30am and 4.30pm Monday to Friday, by appointment, for confidential advice and consultation on all matters relating to work activities. The Service does not provide emergency treatment, and you should contact the Department's First Aiders for this. The Service works closely with the Safety Office.

Contact the Occupational Health Service at: <http://www.oh.admin.cam.ac.uk>

Tel: (3)36594; E-mail: occhealth@admin.cam.ac.uk

2.d) Environmental

Although many environmental concerns are global, there is much that can be done locally to contribute to a more sustainable future. The University of Cambridge is committed to that goal. The Environment and Energy Section provides information on environmental aspects of the University's operations: <http://www.environment.admin.cam.ac.uk>.

As well as the University's environmental policy, this site links you to information on building and grounds, carbon management, energy, procurement, recycling and waste management, travel and water.

Contact the Environment and Energy team at:
Tel: (3)37723; Email: environment@admin.cam.ac.uk

3. Departmental Facilities

3.a) Reception

Reception is open Monday to Friday between 8.45am and 5pm and can be contacted on (3)6300.

3.b) Postal Services

All incoming mail is delivered to Reception and distributed:

- Mail for academic, academic-related, and administrative staff is placed in pigeon-holes on the ground floor, north wing.
- Mail for researchers and post-graduates is placed in pigeon holes on the ground floor, south wing.

Check your post regularly

Outgoing mail and mail for the University Messenger Service (UMS) may be handed to Reception. There is a post-box for pre-paid mail next to the counter in Reception. The last Royal Mail collection is made at 4.30pm, Monday to Friday. UMS deliveries and collections are normally made once a day at 9am, Monday to Friday, including bank holidays.

3.c) Visitor Car Parking

The Department has a few spaces that are reserved for visitors. These **MUST** be booked in advance using the departmental booking system.

To access the booking database and view parking availability visit:

<http://bookings.ch.cam.ac.uk/car-parking>

To book a car parking space email: car.parking@ch.cam.ac.uk

Alternatively, when arranging a visit, you can advise your guest to email:

car.parking@ch.cam.ac.uk directly.

Requests will then be responded to directly with parking advice either confirming or advising of alternative options. If a booked space is no longer required, please use the same email address to cancel the space so that it can be used for others.

Please note: Representatives from companies will not be allocated parking unless they are carrying equipment for demonstrations.

3.d) Meeting Rooms and Out of Hours Bookings

Departmental lecture theatres and meeting rooms are available for pre-booking.

The Meeting Room Booking System is available here:
<http://www.ch.cam.ac.uk/computing/booking-systems>

Bookings should be made by email: room.booking@ch.cam.ac.uk

If you wish to use the Cybercafé or any meeting room/area for parties out of hours, you must apply for permission from the Catering Committee. Forms are available from Sue Begg (<mailto:smb28@cam.ac.uk>), Room UG05, Centre for Molecular Informatics.

3.e) Computing facilities

Computing Services are provided at University, Department and Group level.

Chemistry Department

Full details of Departmental computing services can be found on the Department computing website: <http://www.ch.cam.ac.uk/computing>.

Access to most Departmental computing services requires an Admitto account. This is usually created automatically for you when you join the Department, and information about collecting your Admitto password should be provided to you as part of your induction. Your Admitto account provides access to a number of services, including but not limited to:

- Departmentally-managed desktop computers
- Group file servers (N.B. provision of file servers varies between research groups)
- The VPN service

The Department's Computer Officers help with all IT related matters. The best way to reach them is by email (<mailto:support@ch.cam.ac.uk>). Mail to this address is logged automatically to ensure all issues are tracked through to resolution.

Network connections

There are wired and wireless networks within the building. Wireless networks include:

- Eduroam - for visitors whose home institution has given them Eduroam credentials
- Lapwing - for anyone with a Raven account (see below)
- Open Access wireless in UCC and CUC3 - open to all without registration
- Wireless connections to the Chemistry Department network

The different networks provide different levels of access to facilities such as printers and journals.

To register your personal laptop on the department network: plug it into a live network socket or connect it to a Chemistry network wireless access point, open a web browser, and follow the on-screen instructions. A Raven password is required, and you must have completed the Department's registration process.

A VPN service is also offered to provide off-site access to the Chemistry network.

University Information Services (UIS)

Please note that the structure of the organisations responsible for centrally-provided IT facilities in the University changed in March 2014. The organisation formerly known as the University Computing Service (UCS) is now part of the UIS.

Most staff, students and visitors to the Department receive access to three centrally-provided services: email, the Managed Cluster Service, and the Raven service for accessing private University web pages. You will require a UIS password to use any of these services. As part of your induction you will receive information about applying for accounts and instructions about collecting your passwords.

Visitors who have not been registered automatically may apply to the Department Computer Officers for accounts.

Email (Hermes)

The University provides a central email service.

Managed Cluster Service (formerly known as The Public Workstation Facility (PWF))

The Department has some generally accessible computers called the Managed Cluster Service (MCS) managed by the Desktop Services team in the University Information Services (UIS). You will require a UIS password to log in to one of these computers.

The Chemistry MCS computers are located in:

- Room G30 - 25 PCs and laser printer
- Room 154 - 10 PCs and laser printer
- The Department library - 20 PCs, 4 Macs, a colour laser printer and two scanners
- The Cybercafé - 8 Macs

The PCs in our MCS rooms can run under the Linux operating system as an alternative to the standard Windows 7. It is also possible to login remotely from any internet-connected computer to the MCS Linux service.

Raven Authentication Service

Raven is the University's central web authentication service. Some online library services require a Raven account for access, as do any web pages that are not open to public view.

Information and Training

Various computer courses, both taught and self-paced, are provided by the University Information Services. These are free to members of the University. Termly training details may be obtained from the UIS training website.

Conditions of Use

It is a condition of use of University and Departmental facilities that the University policy on the acceptable use of computer facilities, email and the internet is observed.

3.f) Chemistry Department Library

The Library, located in the Centre for Molecular Informatics, is open to members of the department from 7.30am to midnight, Monday to Sunday, except during the Christmas and Easter departmental closures. The Library office is normally staffed between 8am and 2.30pm, Monday to Friday.

Members of other departments may use the library between 8am and 5pm. External visitors should contact the library office to arrange access.

Further details can be found from the Library website: <http://www-library.ch.cam.ac.uk/>.

3.g) Department Stores

The Department's Stores are located in the basement of the south wing. They stock a wide range of general laboratory supplies (glassware, gloves, tubing), commonly used chemicals and office consumables (CDs, printer cartridges). Requisition forms are available at the stores counter. You should enter the goods required, the stock code (see the Stores catalogue), the price and an account code. (Ask your supervisor for account codes).

Stores opening hours (hatch) are between 10am-12.30pm and 2.30pm-4pm and Office/Goods-in hours are between 8am-1pm and 2pm-4pm Monday to Friday.

Stores are usually closed over Bank Holidays and for stock taking at the end of January and July.

3.h) Purchasing Non-Stock Items

If you require items not stocked in Stores, ask your Supervisor how to raise an external purchase order.

Do not attempt to purchase goods yourself

Electronic requisitioning (i-Procurement)

The University's electronic ordering system is called i-Procurement (i-Proc). Before using it, you must work complete the online i-Proc training course:

<http://www.admin.cam.ac.uk/offices/purchasing/training/>.

You should select 'i-Procurement: Requisitioners (Web-based) - self taught'. It takes about 90 minutes to complete. Your Raven Password is required together with information about your approval/purchasing limits e.g. whatever amount your supervisor is allowing you is the amount that training will need to know about. Our 2-letter departmental code is MA. You then have 30 days in which to complete the course. On successful completion one of the CUFS key contacts in Chemistry will be informed and only then can we apply for you to have access to the Live CUFS.

All requisitions need the correct authorisation. This means that the electronic requisition will need

to be forwarded to your supervisor or another nominated person for authorisation. Your supervisor might give you authorisation to send low value orders without further approval; some supervisors insist on approving all orders themselves. Stores will return any requisition that is not properly authorised or does not follow University procurement procedures.

Please note that quotations must be attached to the iProc requisition. It is a university requirement that three quotations must be obtained for all orders with a value of over £1000. If this is not possible, you must say why in the comments box on iProc.

Purchased goods are delivered to Stores. You will receive an email when the order has arrived and is ready for you to collect.

Email stores (<mailto:stores@ch.cam.ac.uk>) for further information.

3.i) Photography

The Photography and Reprographics Office, Room 254, provides a range of services, including:

- Studio and location photography
- Passport and visa photographs
- Design and print of business cards, signs, posters and forms
- Advice on poster design and creation, photography, cameras and digital techniques.

3.j) Photocopying & Printing

Photocopying and printing, in colour or black and white, is available in Room 258. All private copying and printing must be paid for at the advertised rate.

Photocopier cards may be purchased from the Library office. Photocopiers accepting these cards can be found in the Library and outside Room 259, North wing.

3.k) The Cybercafé and Beyond

The Cybercafé on the top floor of the Centre for Molecular Informatics is open for service from 9.30am to 3.45pm, Monday to Friday except bank holidays.

The café offers a range of hot and cold drinks, sandwiches, crisps, cakes, biscuits and snacks. A hot food vending machine offers breakfast and other items such as panini, baguettes, pastry rolls and burgers. Several microwave ovens are provided for personal use.

Additional vending machines can be found in the Cybercafé and on the first floor, east end, which offer a range of drinks and snacks. During Term time, a food counter in the east end foyer sells hot and cold drinks and a range of food items.

Chilled drinking water is available in the Cybercafé, and in most toilets from taps labelled 'D' for 'Drinking.'

**Never eat in the laboratories
Never drink from the taps in laboratories
Never use ice from any ice-making machines to cool food or drinks**

During the week, the Cybercafé should not be used for undergraduate supervisions before 4.30pm as it is a social area used by the whole department.

Items that might be contaminated with chemicals etc. must not be taken into the Cybercafé. These include lab coats, lab books or similar items.

3.l) Email Communications & Notice Boards

Most new information is distributed by email so please check your mailbox frequently.

Staff noticeboards are located in the ground floor stairwells. The main student notice board is located outside Room 146. The main contract research staff notice board is located outside Room 141.

3.m) Technical support and workshops

Technical staff work in the following workshops:

- Electrical/Electronic
- Glassblowing
- Mechanical

Ask your PI or Supervisor about the services or the material and equipment available from these workshops.

4. Joining the Department

4.a) Work Health Declaration, Medical Screening and Occupational Health Service

The Department is committed to equality of opportunity and to a pro-active and inclusive approach to equality.

Work Health Declaration - All new employees are sent a work health declaration (OHF30) form with their job offer letter and asked to return the completed declaration before they start work. If you declare a disability or health condition that could affect your ability to carry out your work you, a proper assessment will be carried out by the Occupational Health Service to establish whether reasonable adjustments can be made to your work environment and/or working arrangements.

Medical Screening - Depending on your duties, you may also be asked to complete a medical questionnaire and required to attend the Occupational Health Service for a medical examination before you are offered a post.

Failure to disclose information about health problems that affect your ability to work may result in the termination of your employment. You may also be asked to attend the Occupational Health Service during the course of your employment if your health is causing difficulties for you at work.

4.b) Contract of Employment

Shortly after commencing employment with the Department you will receive your Contract of Employment.

4.c) On your first day

On arrival at the Department, please report to Reception. Let Reception know it is your first day, request a Welcome Pack and ask for a member of the Personnel Administration Team to complete your Right to Work in the UK check prior to you starting work.

The Right to Work in the UK check is a legal requirement and will include any other paperwork necessary for you to start work such as confirmation of your new local address. Once this check is done, the Personnel Administration Team will arrange for you to be collected by your group secretary, PI or nominated other.

If your Right to Work in the UK check is completed prior to your first day, simply ask for your group secretary, PI or nominated other on arrival.

Your Welcome Pack contains:

- The relevant staff handbook
- A registration form
- Safety Induction Checklist (PD24C)
- Research Visitor Agreement (if appropriate)

4.d) Registration

Your group secretary, PI or nominated other will take you through the department's registration process. You will need the registration form included in your Welcome Pack.

New Starters Registration Checklist

- **Have your PHOTOGRAPH taken by the Photography team (Room 254)**
 - Your photograph is taken for security purposes and is used on your University card, loaded on to the departmental database and you may appear in the 'Who's Who in the Department of Chemistry' booklet. The Reprographics team will also issue you with safety glasses, a Safety Handbook and a Statement on Safety Regulations to be signed by you declaring you have read the handbook and will comply with the COSHH and other safety requirements.
- **COMPLETE the REGISTRATION FORM and confirm whether you consent to having your photo and a short profile included on the DEPARTMENTAL WEBSITE** - this is not compulsory but the department needs to know whether or not you would like this information to be displayed publicly.
- **Take your COMPLETED registration form (with photograph attached) to the ACCOUNTS Office (Room G27) and pay a £50 DEPOSIT** – this £50 deposit is returned to you when you leave the Department.
- **COMPLETE the Safety Induction Checklist and Statement of Safety Regulations Form** – you should receive an appropriate safety induction within your group by a suitably qualified member of the team.
- **Apply for COMPUTER ACCESS and an EMAIL ACCOUNT** (known as your CRSid) on your first day if not already done on your behalf by your group beforehand.
- If appropriate complete a **RESEARCH VISITORS AGREEMENT**.
- **TAKE your fully completed forms to the Personnel Administration Suite (Room 146)**. This must include the completed registration, safety induction checklist and statement of safety regulations form.

All staff are automatically enrolled on to the appropriate University pension scheme when they join the University.

If you do not wish to be in the pension scheme, you must opt out within three months of your start date. Contact the Pensions section directly for further information on (3)32214.

4e. New starters safety essentials

Please ensure you are familiar with the following safety essentials.

Safety Checklist

- **Read the Departmental Safety Handbook** which can be found at: <http://www-safety.ch.cam.ac.uk>
- **ASK TO BE SHOWN AND SIGN any Safety Sheets and Lab Management Plans** applicable to your area of research
- **COMPLETE a Chemical Hazard Risk Assessment Form** for any research to be undertake and **REMEMBER** to keep this updated if your project changes
- **COMPLETE a COSHH health record form** if required for your work
- **Do NOT use any machinery until you have received proper instruction in its use**
- **Do NOT use any faulty or damaged equipment**
- **Do NOT attempt to repair or modify any apparatus** unless you are competent to do so
- **OBEY all safety signs and warnings**
- **KEEP your work area tidy and in a safe and secure condition**
- **CLEAR everything away at the end of an experiment or project**, including unidentified substances that could create a potential hazard or disposal problem for others
- **Do NOT eat or drink in laboratories, workshops or other areas** (including offices) where chemicals and other potential contaminants such as lab coats are present
- **Do NOT use mobile phones or personal stereos when working at a fume cupboard**
- **READ the Safety Management within Laboratories Housekeeping – General Guidelines** which can be found at: <http://www-safety.ch.cam.ac.uk/policies/>
- **ASK and OBTAIN membership of any facilities you might need to use**

Live Fire Training

Live fire training is provided for all support staff. Attendance is compulsory for post-docs with a contract of more than six months duration and is optional for other post-docs and academic-related staff working in a lab environment. All postgraduate students are required to be trained and may claim 0.5 days credit in their Transferable skills log books.

Live Fire Training usually takes place the first Friday of the month - times and dates are emailed to staff regularly.

Please also refer to Section 2: Important Departmental Rules of this guide for Health and Safety information.

4.f) Induction

We recognise that it is important that the foundations for good working practices are established at the outset of your appointment. The person most familiar with the requirements of your job, typically your line manager, will usually be responsible for your induction, monitoring your performance, providing guidance on a day-to-day basis, and arranging for any necessary training.

Your induction programme is designed so that you can fit in quickly and effectively. You will meet new colleagues and be given details of the main responsibilities of your post, sources of immediate help and support, and the terms and conditions of your employment. These include relevant policies and procedures, and health, safety and welfare matters.

Additionally, you are encouraged to join the University's Online Staff Induction course which complements the induction you will receive from within the Department and to attend the University's Welcome Talk which runs termly.

All contract research staff and research visitors are invited to a monthly departmental welcome talk. The welcome talk includes:

- A brief introduction about the Universities libraries from the Department's Senior Librarian.
- A short presentation about the Universities Post-doc Careers Services from a Post-doc Careers Adviser for the School of Physical Sciences.
- An outline of contractual, policy, procedural and general departmental and University Information from the Department's Welfare, Training and Development Adviser
- Outline of information on grant management, financial regulations and purchasing, preferred suppliers, account codes and travel insurance from the Department's Academic Secretary.

4.g) University photo ID cards

Your University Photo ID Card will be available from the Department's Personnel Administration Office 7-10 days after your start date. Once you have completed the registration process, Reception will issue you with a temporary pass, please be sure to return it when you have received your University Photo ID card.

Your Photo ID Card is personal to you and must not be shared with others.

Your University Photo ID Card will entitle you to use other University services and provide access to some other University buildings. You can find out more information here:

<http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>.

Your University Photo ID Card must be returned to Reception or the Department's Personnel Administration Office should you leave the Department.

4.h) Probation

Probation is a formal arrangement at the start of an appointment whereby new staff demonstrate their suitability for a particular job within a set time period. The length of the probation period varies according to both grade or nature of a post and the length of the appointment. Details will be set out in your contract of employment.

A probationary period is served for a particular job. In addition to your initial appointment you may have to serve a further period of probation if you are subsequently appointed to a new post with different or additional duties and responsibilities.

During the probationary period your supervisor will arrange a series of progress reviews at appropriate intervals. The purpose of these formal assessments at various stages of probation is two-fold. Firstly, they are a means of demonstrating and building on progress made and secondly, in the event of any problem arising, they ensure there are clear indications of the difficulties that have arisen and the steps taken to attempt to resolve them. The decision to confirm your appointment at the end of your probationary period will be based on these assessments.

The decision to confirm your appointment at the end of your probationary period will be taken by your PI or line manager based on these assessments.

Further information about probation is available in the University's Probation Policy for Contract Research Staff.

Probation forms are available on the contract research staff pages of the Department's intranet.

4.i) Mentoring

It is University policy to 'facilitate personal and professional development enabling individuals and groups to achieve their full potential'. Mentoring is a dynamic way to facilitating such development and is a means of providing structured support to a member of staff in the early stages of a new appointment. It is particularly relevant for members of staff in academic-related and contract research posts.

The Department of Chemistry has launched a new Mentoring Scheme for contract research staff and research visitors. The scheme has been devised in collaboration with the Department's Post-Doc Affairs Committee (PDAC), is fully supported by the Head of Department and Athena SWAN working group.

Under the new scheme, a 'pool' of academic and senior staff mentors have volunteered to mentor CRS across a range of work-related topics and issues including:

- help with research-related issues: project management/time management
- help with other work-related issues: people management/conflict resolution
- career development and progression: values, aspirations, training
- routes to academic and/or industry careers
- work-life balance (including "women in science" and related issues)
- provide motivation, confidence and inspiration
- Mentors can also specify other work-related areas where they can help.

Researchers can view profiles of the volunteer mentors and contact the person they feel is most appropriate to support their needs.

The revised scheme is not intended to replace any successful mentoring relationships in the earlier system where a PI recommends a suitable mentor. These should continue and research staff can continue to seek a mentor/mentoring advice through their PI.

You can find out more about Chemistry's mentoring scheme for research staff on the Departmental intranet: <http://www.ch.cam.ac.uk/postdocs/mentoring>.

4.j) Communication and your manager

Perhaps the most important means of communication are the informal face-to-face discussions that occur each day – about your job, the Department and your benefits. Your prime source of information is your line manager. It is part of his or her job to keep you informed, to answer questions and to listen to constructive opinions, comments and suggestions.

4.k) Changes in personal circumstances

In order that we hold correct contact details records it is essential that you inform your line manager, the Department and University of any changes to:

- Your address and home or mobile telephone number(s)
- Your name
- Your next of kin
- Your bank account details

Please keep your personal details up to date in the University's Employee Self-Service system: <http://www.hr-systems.admin.cam.ac.uk>.

Please keep your personal details up to date in the Department's database using the 'self-service interface': <http://www-co.ch.cam.ac.uk/facilities/admin-database/>.

To change your name or bank account details or if you have any queries, please contact the Personnel Administration Office.

4.l) Car parking

If you have to use a car for medical reasons, you may apply for a car-parking permit. Weekend and weekday evening parking permits are available to all staff. Application forms are available from the Personnel Administration Office.

Car parking spaces are not reserved, and are available first-come first-serve. Cars should be parked in the marked bays and display their car parking permit. If you have to park in the aisles you must inform Reception. Do not leave the site without moving your car from an aisle.

**Cars should not be left in the car park overnight
Use of the car park is at your own risk**

4.m) Living in Cambridge

The City has lots to offer as a place to live. The following information may be of use to you if you are new to the area:

Living in Cambridge: <http://www.jobs.cam.ac.uk/living/>

Maps of Cambridge:

- [University Map](http://map.cam.ac.uk) showing the locations of departments, research institutions, Colleges, libraries and administrative offices: <http://map.cam.ac.uk>
- Disability Resource Centre [maps](http://www.admin.cam.ac.uk/univ/disability/guide/maps/) for disabled site access: <http://www.admin.cam.ac.uk/univ/disability/guide/maps/>

University Accommodation Service: <http://www.accommodation.cam.ac.uk>

Support for Newcomers and Visiting Scholars: <http://www.nvs.admin.cam.ac.uk>

[PdOC new starter guide for postdoctoral research staff and junior research fellows:](http://www.pdoc.cam.ac.uk/guides/PdOC_new_starters/view)
http://www.pdoc.cam.ac.uk/guides/PdOC_new_starters/view

5. Working in the Department

5.a) Your role and responsibilities

All staff have certain defined responsibilities and duties.

For those holding a University office, these are set out in general terms in Statute D (in particular D,II,4) and in any special regulations for the office held. More specific details are set out in the role description for the post and in any further particulars received during recruitment.

For academic and contract research staff, generic role profiles have been developed, in consultation with members of the University and employee representatives. In addition to the generic role profiles, contract research staff should meet with their supervisor or line manager regularly to ensure that the requirements of their role are clear.

Academic and research role descriptions can be found on the University website:
<http://www.hr.admin.cam.ac.uk/pay-benefits/grading-and-job-evaluation/generic-role-profiles/academic-and-research-generic-role>.

For assistant and academic-related staff, a detailed description of duties is compiled for each office or post, using the standard format of Form PD33. You should receive a copy of the PD33 for your post, from your institution, on taking up appointment which you are asked to read and sign to confirm you understand the requirements of the role.

Staff also have a duty to observe the University's required practice and behaviour relating to: health and safety; bullying and harassment; unlawful discrimination; use of IT; conduct in research, public interest disclosure etc.

Intellectual Property

You are required to observe the University's policies on intellectual property rights as may be decided by the Regent House from time to time. This includes, if your duties include externally funded research, any procedures and conditions agreed between the University and the sponsor funding your work and, if appropriate, in relation to any intellectual property rights arising from the research. You are reminded that, under UK patent legislation, applications for patent protection must be made before the research results supporting the application are publicly disclosed.

If your research is funded by any UK Research Councils or any other sources of external funding, any results of potential commercial interest must be submitted to Cambridge Enterprise as soon as possible. This is to ensure that your interests and those of the University are properly safeguarded and that any procedures and conditions previously agreed between the University and the sponsor funding your research are followed.

It is important that you are aware of the commercial potential of your research results. Cambridge Enterprise can help you with feasibility studies and market research in areas of potential interest. It is also vital that you protect your intellectual property before publishing any research results.

You can get advice on intellectual property rights, and on sponsors' requests for delays in publication of your results while patents are applied for, from Cambridge Enterprise.

You should also consult the policy statement of ownership and intellectual property rights generated by externally funded research that you will have received with your contract of employment.

Online information is available on the pages of Cambridge Enterprise, which manages the commercial development of University intellectual property.

For further information, contact Cambridge Enterprise:
Tel. (7)60339, E-mail: enquiries@enterprise.cam.ac.uk

5.b) Pay and salary progression

Pay

Payment of salaries for all staff is monthly and in arrears on the 26th of each month or the Friday before it if the 26th is a non-working day. Exceptions may occur during the Christmas and Easter months.

Pay scales

Each post is assigned to a specific grade, within the grading structure 1–12. Each grade contains a number of salary points, some of which are service-related, with others designated 'contribution points'.

Appointment is at a specific salary point in the range for the grade of post and your letter of appointment and contract tell you where your salary falls on that scale.

The University reserves the right to withhold payment of salary for any days when you are absent from work without permission or medical certification.

Details of the grading structure and single salary spine are published in the HR section of the University's website.

Annual pay review

The annual pay review date for all staff is 1 August. The salary spine is then adjusted to take account of nationally agreed pay settlements.

Salary progression within grades

Progression through the service related points on each grade will normally be by automatic annual progression, with the possibility in most grades of accelerated incremental progression in recognition of outstanding and sustained contribution. Progression to and through these 'contribution points' will not be automatic and will be based on assessment of the contribution of individuals in their roles.

Service-related Increments - Incremental progression through the service-related points in grades 1 to 10 occurs on the incremental date.

For Academic, Academic-related and Research staff this is the anniversary of appointment.

For Assistant staff who have been in post for at least three months, this is normally 1 April for the General and Ancillary Staff (M Division), 1 July for the Clerical, Library and Secretarial Staff (CS Division), 1 October for the Technical and Related Staff (T Division).

Contribution Increments – Additional increments and discretionary payments are awarded where an employee's performance is considered to be at an outstanding level, over and above the level normally required for the grade, and this performance has been maintained over a long period of time. In considering recommendations, the criteria include: outstanding performance, the specialist nature of the work undertaken, the rarity value of skill involved, the output of work achieved, and any other factors which may make the award appropriate.

Most salary scales contain discretionary points which are marked with an asterisk on the published scales. You will not move automatically to these points. If you are at the top of the normal scale you may be considered for progression to a discretionary point in recognition of exceptional performance in the post. If you are not at the top of the normal scale you may be considered for an award of an additional increment in recognition of exceptional performance in the post. Heads of Institution make recommendations for contribution payments and additional increments to Awarding committees.

An annual increment may be withheld, or a discretionary payment or additional increment withdrawn, if an assistant is subject to a disciplinary procedure because of his or her performance or conduct.

Contribution Reward Schemes - To recognise outstanding and sustained performance, the following contribution reward schemes are available:

- **Assistant and academic-related staff** – Assistant and Academic-related staff appointed to grades 1 to 11 are eligible for contribution increments via the Contribution Reward Scheme. Requests are considered once a year.
- **Contract research staff** - Research Assistants, Associates and Senior Research Associates are appointed to grades 5, 7 and 9 respectively and are eligible for discretionary awards under the scheme for research staff. Requests are considered termly.
- **Academic staff other than Professors** - For academic staff other than Professors, contribution will be recognised through the promotions procedure rather than through the use of contribution points.

Additional pay

If you carry out any work that falls outside the scope of your normal responsibilities and duties, you may be eligible to receive an additional payment. Details are set out in the regulations on Stipends in Statutes and Ordinances.

5.c) Hours of work

Your hours of work should be agreed between yourself and your supervisor, Principal Investigator or line manager. If you are appointed to work part-time your total hours of work will correspond with the percentage of salary payable.

As a guide, the General Board expects the average full-time working week to be in the region of 37 to 40 hours. Under the Working Time Regulations, 1998, you are not required to work more than 48 hours per week unless you sign an agreement to do so.

Flexible Working

The University's Flexible Working Policy sets out the procedure to be followed when staff ask to work flexibly to achieve a better work/life balance:

<http://www.admin.cam.ac.uk/offices/hr/policy/flexible/>.

Staff wanting to request a change to their existing working pattern permanently should read this policy and discuss their proposal with their immediate supervisor, Marita Walsh, Support Services Manager or Emma Graham, Personnel Administrator, before applying.

Permanent changes should be requested using the FLEXAF form:

<http://www.admin.cam.ac.uk/offices/hr/forms/flexaf/>

Temporary changes should be requested by letter.

Both permanent and temporary changes should be submitted to Marita Walsh, Support Services Manager or Emma Graham, Personnel Administrator.

Established Officers are required to complete form CHRIS/74 to request temporary leave to work flexibly.

5.d) Leave

**The appropriate form(s) should be completed to request leave.
All completed forms, other than annual leave, should be returned to:**

**Marita Walsh, Support Services Manager or
Kathleen Pickett, Welfare, Training and Development Adviser**

Annual Leave

For academic-related and contract research staff, holiday entitlement runs from October to September. If you start work after the beginning of the leave year your entitlement for that year will be calculated pro rata to the proportion of the leave year remaining.

Holiday entitlement for academic-related and contract research staff is 33 days for those working full-time (based on a five-day working week, and pro-rata for part-time) plus any public holidays that fall in the normal working week. Periods of University closure, other than public holidays will be taken as part of the annual leave. The remaining leave is taken at times that suit both the individual and his or her institution.

**You are required to keep a record of your annual leave.
A 'Leave record chart' is provided on the Departmental intranet to assist you**

Please note: There is no entitlement to carry over any holiday from one academic year to the next or to receive pay in lieu of holiday not taken.

Public and Bank Holidays

The days of public and bank holidays in England and Wales are:

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- Late Summer Bank Holiday
- Christmas Day
- Boxing Day

With the exception of the public holidays around Easter and Christmas, the Department is open every public holiday as a normal working day.

If you are required to work on a Public Holiday you are entitled to a corresponding period of time off in lieu.

Leave for personal or family reasons

Sick leave

The Sickness Absence policy is available online:
<http://www.admin.cam.ac.uk/offices/hr/policy/leave/sickness/>.

A day of sickness is defined as a day or part of a day on which you are incapable of your normal work because of a specific illness, disease, or disability. This term covers injury at work, and precautionary reasons as advised by a doctor e.g. convalescence, contact with infectious diseases. It does not, however, cover time off work because you have to care for a member of your family.

Sickness absence procedure

All staff must report incapacity for work

You should notify your supervisor or line manager on your first day of absence. This includes half days. The following details should be provided:

- The nature of the illness or injury
- The expected approximate length of absence from work
- Contact details
- Whether the absence may be due to an injury at work or otherwise perceived to be related to work
- Any outstanding or urgent work that requires attention.

On or before your return to work you must submit a Sickness Self Certificate (form CHRIS/62) to cover any sickness that has lasted for up to seven calendar days in a row to the Personnel Administration Office. If the sickness lasts longer than seven days you must also submit a doctor's statement, or statements, to cover all further absence to the Personnel Administration Office. If you do not do this, your pay may be withheld.

You should keep in regular contact with your line manager so that s/he knows when to expect you back and it is important that details of your absence are supplied to the Personnel Administration Office to ensure that you receive the correct sickness pay.

**Completed CHRIS/62 forms should be returned to:
Emma Graham, Personnel Administrator,
Kathleen Pickett, Welfare, Training and Development Adviser
or Marita Walsh, Support Services Manager**

Rates of pay during absence due to sickness

If you are absent from work on account of sickness you will normally receive a payment in lieu of salary, which is equal to your normal salary, for a period which depends on your length of service (see below).

For contract research staff, the rates of pay during absence due to sickness are:

Employed since 1 January 2004 and subject to agreement of sponsor

Period of unbroken service	Sick leave with pay	
	At a rate equal to normal pay	At a rate equal to half normal pay
Less than 1 year	8 weeks	8 weeks
1 or more years but less than 3 years	12 weeks	12 weeks
3 or more years but less than 5 years	20 weeks	20 weeks
5 or more years	26 weeks	26 weeks

Employed before 1 January 2004 and subject to agreement of sponsor

Period of unbroken service	Sick leave with pay	
Less than 1 year	Month 1	100%
	Months 2–4	75%
	Month 5–8	50%
1 or more years	Months 1–6	100%
	Months 6–12	100%, subject to review
	Months 12–14	50%
	Months 15–18	50%, subject to review

If you are absent through sickness at the date at which your entitlement to payment would increase, you will not gain the new entitlement until you have returned to work and have worked for a continuous period of one month.

The rate and period for which payment may be made is calculated according to the sick leave which you have taken during the 365 days before the first day of sickness. This means that any sick leave taken during that time will count as part of your sick leave entitlement for the current period of sickness.

If you are frequently absent through sickness or have a single prolonged absence, you may be referred to the University's Occupational Health Service for a medical opinion. You may also be asked to authorise the Director of Human Resources to approach your own doctor for further information about your health. Your Head of Department may also ask you to produce a doctor's statement for all absences however short if there is concern about your level of sickness absence.

Attending Medical Appointments

Attending routine medical appointments is not normally regarded as sickness absence. Members of staff should consult their line manager where such attendance would entail taking time off work.

Maternity Leave

Staff seeking maternity leave are advised to follow the guidance set out in the University's Maternity Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/maternity/>.

Regardless of your length of service, an expectant mother may apply for a maximum of 52 weeks maternity leave. This period consists of 18 weeks' paid leave, then 21 weeks' Statutory Maternity Pay, if eligible, followed by up to 13 weeks' unpaid leave.

Notification of intention to take maternity leave - An employee should give notice of her intention to take maternity leave, and the intended start date, by the 15th week before her expected week of childbirth (using form [CHRIS/60](#)), unless this is not reasonably practicable, in which case she should give as much notice as is reasonably practicable. When submitting the CHRIS/60 form the applicant should attach a formal certificate from a doctor or midwife stating the

expected week of childbirth (form Mat B1).

Notification of return to work from maternity leave - If an employee intends to return to work at the end of her full 52 week maternity leave period she is not required to give notice of her return. However, if an employee wants to extend her maternity leave, return earlier than a date previously specified or is planning not to return, she is required to give 8 weeks notice of this intention (using form CHRIS/61).

Risk Assessment for Expectant and Nursing Mothers - Particular attention needs to be given to assessing any work-related risks to health issues during pregnancy. A Risk Assessment for Expectant and Nursing Mothers should be undertaken as soon as possible to ensure that working conditions are acceptable. For this reason it is important to let your supervisor/line manager know as early as possible. If you would prefer to speak with someone other your line manager regarding the pregnancy risk assessment, please contact:

- Kathleen Pickett, Welfare, Training and Development Adviser
- Marita Walsh, Support Services Manager
- Occupational Health Service

**Completed Risk Assessment for Expectant and Nursing Mothers, CHRIS/60 and CHRIS/61 forms should be returned to:
Kathleen Pickett, Welfare, Training and Development Adviser
or Marita Walsh, Support Services Manager**

Paternity Leave

Staff seeking paternity leave are advised to follow the guidance set out in the University's Paternity Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/paternity.html>.

Employees who apply for ordinary paternity leave and meet the University criteria (i.e. that satisfactory arrangements can be made to cover for the absence at no extra cost to the University) will receive up to 2 weeks leave at full pay.

Notification of intention to take paternity leave - An employee must provide notification (using Form CHRIS/65) no later than the 15th week before the expected week of childbirth or within 7 days of the date the adoption agency tell the person adopting the child they have been matched with the child.

Additional paternity leave - All employees, whose children are born or placed on or after 3 April 2011 and who meet the statutory requirements, are entitled to a maximum of 26 weeks additional paternity leave (minimum request is 2 weeks) including a period of additional paternity pay.

Notification of intention to take additional paternity leave – An employee must give 8 weeks' notice, (using form CHRIS/72), of the date that they expect their additional paternity leave to start and the date on which they expect to return. The CHRIS/72 form must also be completed and

signed by the child's mother, confirming that she has returned to work. If for any reason they wish to change the start date of the leave period, they should give at least 28 days' notice of the change, unless this is not reasonably practicable.

**Completed CHRIS/65 and CHRIS/72 forms should be returned to:
Kathleen Pickett, Welfare, Training and Development Adviser
or Marita Walsh, Support Services Manager**

Parental Leave

Staff seeking parental leave are advised to follow the guidance set out in the University's Parental Leave Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/parental.html>.

Notification of parental leave - The member of staff should give notice, using CHRIS/66 form (formerly PLAF), at least 21 days' before the requested date of leave.

Adoption leave

Staff seeking adoption leave are advised to follow the guidance set out in the University's Adoption Leave Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/adoption/>.

Notification of adoption leave - An employee must give notice of his/her 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, unless this is not reasonably practicable. This notice, using [CHRIS/64 form](#) should state when the child is expected to be placed and when the adopter wants their adoption leave to start. A 'matching certificate' which will be provided by the adoption agency should be submitted.

Special Leave

The University recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions. A range of special leave options are summarised below to help employees achieve an appropriate balance between their work and personal commitments.

	Stipend	Conditions and documentation
Compassionate leave	The existing compassionate leave provisions under the Assistant Staff Rules, Assistant Staff Handbook, Staff Guide and Summary of Leave Table will apply. Further guidance is available.	Compassionate leave covers bereavement or serious illness of a close family member or dependant. It is granted according to the circumstances.
Emergency leave	Normally up to 2 days unpaid leave on each occasion. May be combined with compassionate leave/annual leave as	Emergency leave covers genuine unforeseen emergencies for reasons connected with dependants or

	appropriate.	unexpected domestic or other emergencies. It is granted according to the circumstances.
Essential civic and public duties	The University will grant reasonable unpaid time off to those employees who hold public positions as set out under s.50 of the Employment Rights Act 1996.	The employee should complete form CHRIS/68. Documentation from the relevant official body will be required in support of the application.
Service in the Reserve Forces	Reservists required to undertake training on a normal working day will be required to take annual leave or may request unpaid leave.	Where the employee is called up this will be treated as unpaid leave. The employee should complete form CHRIS/68. Documentation from the relevant official body will be required in support of the application.
Jury Service	The University will 'top up' any sums reimbursed to the level of the employee's normal salary.	The employee should complete form CHRIS/68. The jury summons should be provided in support of the application. A receipt of reimbursement must also be provided within 3 months, where applicable.
Attendance in court as a witness	If summonsed to appear as a witness in a private capacity, the employee may request annual leave or unpaid leave.	Annual leave should be requested in the normal way or the employee should complete form CHRIS/68 to request unpaid leave. The witness summons should be provided where applicable.
Fertility treatment	Up to 5 days paid leave in a 12 month period for female employees undergoing fertility treatment, or up to 2 days paid leave to provide support to a partner who is undergoing fertility treatment.	Individuals who are following a course of fertility treatment and have been employed by the University for one continuous year are eligible to apply. The employee should complete form CHRIS/68. Confirmation of treatment will be required at the point of application.
Surgery/procedures and elective surgery	Time off for surgery or treatment and recuperation that relates to a medical or psychological condition and is supported by a medical certificate, will be treated as sick leave in the same manner as any other medical appointment. In cases of elective surgery, treatment and recuperation (i.e. cosmetic and/or surgery not medically necessary), annual leave should be taken in the first	The employee should complete form CHRIS/68. Medical certification may be required as set out in policy.

	instance or unpaid leave if appropriate and in agreement with the institution concerned.	
Gender reassignment	Requests for time off for medical treatment relating to gender reassignment will be managed and recorded in accordance with the University Ill-Health and Sickness Absence procedures, ie treated as time off for illness or other medical appointments. Reasonable requests for time off for non-medical treatment will be considered subject to operational requirements. Normally annual leave or unpaid leave will be considered for these purposes.	The employee should complete form CHRIS/68. Medical certification may be required as set out in policy.
Religious or belief-related obligations	Employees may use their annual leave entitlement to request time off for religious or belief-related purposes.	Annual leave should be requested in the normal way.
Voluntary work	Annual leave entitlement must be used for the days that the employee will be absent from work. Unpaid leave may be granted under exceptional circumstances.	Annual leave should be requested in the normal way. For exceptional circumstances requests for unpaid leave to undertake voluntary work should be submitted by completing form CHRIS/68. Documentation from the relevant organisation will be required in support of the application.

Temporary Flexible Working

Type of Leave	Stipend Normally Payable	Conditions
Graduated return from maternity leave Statute D II 6(c) Form CHRIS/67	Pro rata for up to 12 months; Minimum of 20%, rising to min 50% of full time within 12 months	No additional cost to the University

5.e) Equality & Diversity

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

This commitment is underpinned by the University's core values, expressed in its mission statement:

- Freedom of thought and expression.
- Freedom from discrimination.

The University is therefore committed to a policy and practice which require that, for students, admission to the University and progression within undergraduate and graduate studies will be determined only by personal merit and by performance. For staff, entry into employment with the University and progression within employment will be determined only by personal merit and by the application of criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

Subject to statutory provisions, no student, member of staff, applicant for admission as a student, or applicant for appointment as a member of staff will be treated less favourably than another because of her or his belonging to a protected group. This commitment applies to a former student, alumnus or alumna, or former employee where the alleged unlawful conduct arises out of and is closely connected to the former student's or former staff member's previous relationship with the University.

Protected groups are defined in the Equality Act 2010 as Sex, Gender Reassignment, Marriage or Civil Partnership, Pregnancy or Maternity, Race (including Ethnic or National Origin, Nationality or Colour), Disability, Sexual Orientation, Age, or Religion or Belief. The University respects all religious and philosophical beliefs, as well as the lack of religion or belief, and the right of all members of its community to discuss and debate these issues freely.

The University has published its Equal Opportunities Policy:
<http://www.admin.cam.ac.uk/offices/hr/policy/equal.html>.

**As a result of the Department's commitment to Equal Opportunities, all members of staff are required to complete the equality and diversity essentials online training:
<http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training>**

Central to the concepts of diversity and inclusivity, is the Dignity@Work policy and procedural guidance below.

5.f) Dignity@Work

The University of Cambridge is committed to protecting the dignity of staff, students, visitors to the University, and all members of the University community, in their work and their interactions with others. The University expects all members of the University community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

The Dignity@Work policy explains this commitment and what action can be taken if its principles are not observed: <http://www.admin.cam.ac.uk/offices/hr/policy/dignity/policy.html>. Any instances that arise relating to all unlawful forms of discrimination and unacceptable behaviour – such as racial, sexual and disability harassment, as well as bullying – should be reported, in confidence, to your Supervisor, or line manager or to Marita Walsh, Support Services Manager or Victoria Dawson, Welfare, Training and Development Adviser. The matter will be investigated thoroughly and without delay according to the approved procedures.

If you experience or observe a problem over harassment or bullying (whether you feel you are the subject of such behaviour, are accused of it, or are a witness to it) you can seek advice and initial support from a trained Dignity@Work contact, who can help you seek more in-depth support from an appropriate source, and explain procedures and options. If it is felt that your health is suffering, you may be encouraged to approach the Occupational Health Service and/or the Staff Counselling Service.

If you would like to talk confidentially to a Dignity@Work Contact, you should call (7)65031 which is a confidential voice-mail number and leave your name and preferred contact details, or email dignitycontacts@admin.cam.ac.uk.

Your message will be picked up by the Dignity@Work co-ordinator who will ask a Contact to get in touch with you to arrange an appointment. This will be done as quickly as possible, with the aim of you hearing from the Contact within two working days wherever possible.

5.g) Your continued professional development

Staff review & development - Staff review and development (SRD) is an essential part of the University's commitment to developing staff and to delivering a high quality service, providing a way of balancing your personal needs and ambitions with the University's overall objectives.

The review process should enhance work effectiveness and facilitate career development by encouraging staff to discuss their achievements, address challenges, set targets and consider their training and personal development requirements. It should ensure that members of staff are clear about their responsibilities and that they have a formal regular opportunity to discuss any help they may need in meeting them.

Your reviewer is normally your line manager/supervisor. This process does not replace good management practice, nor is it used as a disciplinary tool or a means of determining pay. For contract research staff, your first review will be conducted 12 months after your appointment and thereafter annually.

Information about the Department's SRD schemes is available on the Departmental Intranet, simply click on the staff category relevant to you: <http://www-ch-int.ch.private.cam.ac.uk/intranet-index>,

The University's Staff Review and Development Scheme provides further guidance and is a useful

source of information: <http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/>.

For queries regarding SRD, you should speak with your line manager or contact Marita Walsh, Support Services Manager or Kathleen Pickett, Welfare, Training and Development Adviser.

Learning and development opportunities - You are encouraged to take an active approach to your continued development, identifying and accessing personal and professional development opportunities in conjunction with the requirements of your role, your line manager and your own career aspirations.

The University Training Booking System provides a central point for staff and students of the University and its Colleges to search for and book onto a variety of training courses run by participating University training providers: <http://www.training.cam.ac.uk>.

Below is further information about the main University training providers:

University Computing Service (UCS) – The UCS exists to help you get the most out of your computing. Facilities are free and available to all staff, provided your computer use is connected with University work. The Computing Service also provides a wide range of training courses for all categories of staff.

Institute of Continuing Education (ICE) – The ICE offers a wide ranging and flexible programme of part-time courses to everyone over the age of eighteen, whether they are looking to develop or change their career, or just increase their level of knowledge on a particular subject.

Personal and Professional Development (PPD) - PPD facilitates learning opportunities for all university staff enabling them to achieve their potential and contribute to the provision of excellent teaching and research in the University. Their purpose is to support you in the professional and personal development of your skills, attitudes and knowledge in the areas of teaching, research, support services, management and leadership development, to help you achieve University objectives and departmental priorities.

PPD Researcher Development Programme - PPD has developed Researcher Development programmes specifically for research staff and students. The programmes include training in teaching, as well as managing research projects, writing and developing personal strengths in communicating and working with others, amongst others.

University Language Centre – The Language Centre offers members of staff language-learning and teaching services if their work requires them.

Lectures and Seminars - Staff and students may attend any of the University lectures and seminars organised by various internal institutions.

Concordat to support the career development of researchers - The Concordat is a statement of principles for the support and management of researchers' careers issued by Universities UK,

the Research Councils, and other major research sponsors. It covers the responsibilities of research staff, your managers, employers, and funders. More detailed information can be found on the Concordat website: <https://www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf>

Employment and Career Management Scheme for Researchers - The Employment and Career Management Scheme for Researchers draws on the framework of the UK Concordat to Support the Career Development of Researchers. It sets out clear, fundamental standards and has been designed to be adaptable to the needs of researchers, principal investigators, supervisors of researchers, and departments, faculties, institutes and centres.

The Scheme describes full policy but shorter reference resources are available which may be sufficient information for your immediate purposes, including a career management tool which provides a practical guide for researchers to managing careers.

University Careers Service - The University has a dedicated careers advice service for post-docs and research staff covering academic, industry and other career options: <http://www.careers.cam.ac.uk/pdoc/>. Liz Simmonds and Madelaine Chapman are the post-doc careers advisers for the School of Physical Sciences which includes the Department of Chemistry. They offer regular appointments for career guidance discussions, application feedback and mock interviews as well as hosting and organising a range of events and workshop.

To arrange an appointment email: pdocphys@careers.cam.ac.uk

You are also encouraged to register with the post-doc careers advice service to receive information and updates that would be relevant to you and your career progression.

Job Opportunities - Job vacancies are advertised on the University's Job Opportunities pages. In addition, some posts are advertised in the Cambridge University Reporter (the official journal of the University of Cambridge), the local and national press, specialist publications and job sites.

Consultancy Opportunities - Any member of University staff may undertake consultancy through Cambridge Enterprise, including academic, academic-related and assistant staff, as well as PhD students and post-doctoral researchers.

Intellectual Property Rights - The University has a policy on the ownership of intellectual property which includes a generous revenue share for inventors. Further information is available from University of Cambridge Enterprise.

Promotion - Promotion is the appointment of existing members of staff to another post or office at a higher grade than the one previously held. This may be the result of either a successful application for an advertised vacancy, or, where appropriate, personal promotion.

When a member of University staff is promoted to a higher grade, the salary will increase by either two additional increments or will become the first service point on the new grade, whichever is the greater. The maximum possible scale point on promotion is the highest point on the scale below the discretionary points, that is, discretionary points on scales are not available on promotion.

For contract research staff, promotion within the scope of an existing research project requires a recommendation, supported by the research sponsor and head of institution, that the responsibilities undertaken by the member of staff matches the generic role profile for the higher grade. Promotion to Senior Research Associate requires approval by the relevant Faculty Board. In cases where promotion is sought to higher grades, evidence is needed of achievement equivalent to the research/scholarship criteria used to consider applications for promotion to the equivalent grades of Reader (Principal Research Associate) or Professor (Director of Research).

Promotion and the University's online contract research staff handbook:

<http://www.admin.cam.ac.uk/offices/hr/staff/guide/terms/promotion.html>

Research job titles and duties:

<http://www.cam.ac.uk/research-staff/employment-and-career-management/employment-and-career-management-scheme/researchers-employment-policies-and-protocols/job-titles-and-duties>

5.h) Grievances, capability and disciplinary matters

For contract research staff, detailed information on the University's policies and procedures relating to disciplinary action, grievances and appeals is available online in the staff guide: <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Grievances - If you feel you are being treated unfairly, first talk to your local administrator or Head of Department to see if the problem can be resolved informally. If the problem persists or is very serious, you may wish to make a formal complaint to your Head of Department. If your grievance is directed against the Head of your Department, you may complain to a more senior officer. You should record instances of the problem as they occur, so that you have documentary evidence to show to the appropriate person.

Bullying and harassment - If you feel that you have been a victim of bullying or harassment, or are accused of such behaviour, the University has specific guidance on how this is dealt with through the Dignity@Work policy. Any complaints made about harassment, bullying or other inappropriate behaviour will be investigated thoroughly and without delay, according to the approved procedures. You can talk to a Dignity@Work adviser, your local administration or Head of Department for support in the first instance.

Disciplinary - The University's aim is to encourage improvement in individual conduct or behaviour where this falls short of required standards. The disciplinary procedure sets out the action to take when the conduct of a member of staff is unsatisfactory.

The types of conduct which may lead to disciplinary action being taken according to the procedures include:

- Wilful failure to perform the duties of the post
- Refusal to comply with reasonable requests from the job supervisor
- Persistent unsatisfactory timekeeping

- Unauthorised absence from work
- Incapacity to perform the duties of the post effectively due to drunkenness or unauthorised drug-taking
- Acts of discrimination against any member of the University community on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age
- Bullying or harassment of any member of the University community
- Malicious accusations of bullying or harassment against another person
- Breach of confidentiality
- Breach of University or departmental safety regulations or rules
- Breach of other University or departmental regulations or rules
- Breach of any other conditions of employment.
- Specific guidance is available on the acceptable use of computer facilities, email and the internet: <http://www.admin.cam.ac.uk/offices/hr/policy/computer.html> as abuse of these can deal to disciplinary action.

Capability policy - The separate capability procedure should be initiated for a reason related to his/her performance or capability for performing work of the kind which the member of staff concerned is employed to do: <http://www.admin.cam.ac.uk/offices/hr/policy/capability/>. The term 'capability' means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality. Advice should be sought from the HR Division if it is unclear which procedure is appropriate.

Misconduct in research - Allegations of misconduct in research are rare but the University takes them very seriously. Proven misconduct in research is regarded as serious or gross misconduct or, in the case of officers, as good cause for disciplinary action under Statute U, I, 5 (a) - (c), and will normally merit dismissal. The University is committed to ensuring that allegations of misconduct in research are investigated with all possible thoroughness and vigour.

Details of University policy on misconduct in research is available online:
<http://www.admin.cam.ac.uk/offices/hr/policy/misconduct.html>.

5.i) University employee benefits

The University offers employees a wide range of competitive benefits: <http://www.hr.admin.cam.ac.uk/pay-benefits>. There is something for everyone. The CAMbens Employee Benefits pages outline the full range of benefits currently available, but please make sure you visit the site regularly to check for new additions: <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>.

In general, the benefits listed are available to all employees who have a contract of employment with the University and who are listed on the University payroll. Some of the salary sacrifice schemes have more specific eligibility criteria and contract research staff may need to confirm certain benefits with their grant sponsors.

University employee benefits generally fall under the following categories and you are encouraged to access the most up to date information by visiting the CAMbens Employee Benefits pages:

- **Careers benefits**
- **Family friendly benefits** – for example, childcare, family friendly leave, flexible working.
- **Financial benefits** – for example, CAMbens savings account, University pension schemes
- **Health benefits** – for example, health care cash plans, health shield, BUPA private healthcare, Occupational Health Service.
- **Local discounts benefits** - for example, eating out.
- **Recreation benefits** - for example, dining, sports and leisure, University attractions
- **Relocation benefits** - for example, the Accommodation Service, the Newcomers and Visiting Scholars group.
- **Training and development benefits** – for example, PPD, the Language Centre, the University Computing Service.
- **Travel benefits** - for example, CAMbens Cycle, Cycle Shop Discounts, CAMbens Cars, Zipcar, Travel to work loans, public transport discounts.
- **Well-being benefits** - for example, Occupational Health Service, Staff Counselling Service.

5.j) Travel Insurance

To apply for travel insurance, employees **must** declare their travel plans on-line to the University's Insurance section: <http://www.admin.cam.ac.uk/offices/insurance/travel/business/>. If you do not register your trip before you travel, you will not be covered.

Employees should use this system to declare their travel plans. Once you have entered the required data the system will automatically issue you with a letter from the University Insurance Manager confirming that you have insurance for your trip. You should keep the letter of confirmation of insurance in a safe place as it contains important information you will need in the event of a claim. You may also be asked to provide confirmation of travel insurance when entering the country you intend to visit or when applying for a visa.

During the application process you will be asked to provide:

- Department/division or subsidiary company name
- Your payroll number (from your *current* wage slip)
- The countries to be visited
- The dates of your journey
- The purpose of your journey
- Confirmation of good health and that where you have a medical condition your doctor has agreed to the trip.

Once you have entered the required data the system will issue confirmation of insurance, an outline of the main policy benefits and exclusions and details for the FirstAssist Emergency Service.

University travellers must ALWAYS register their journey and print out confirmation of cover PRIOR to making any trip outside the UK.

5.k) Outside interests

If you wish to take on part-time employment outside working hours you should discuss this with your line manager.

Private consultancy

If you are working in a private capacity, or acting as a consultant, you do so at your own risk, as such work is not covered by the University's insurances. You are strongly advised to take out personal insurance. However, professional indemnity cover may be obtained by channelling private work through the University's insurance company, Cambridge University Technical Services (CUTS) Ltd. For more advice, contact Cambridge Enterprise.

The University does not expect to be informed about remuneration from private work and consultancy. Such work, however, must not interfere with the performance of the duties of your office or post. If you are in any doubt about this you should consult your Head of institution. If you undertake any work in a private capacity or act as a consultant, you should be clear that you undertake such work at your own risk, and that the University must not be involved in any such arrangements. University letterheads or other facilities must not be used.

Consultancy advice

Advice on working as a consultant is available from Cambridge Enterprise.

5.n) Networks

The University operates in a largely decentralized manner and there are many opportunities for networking, both formally and informally. You are encouraged to develop as many professional and social contacts as you can throughout the University and the Colleges.

College Affiliation – Affiliating with a college during your time in Cambridge offers a number of benefits including access to interdepartmental contacts, college facilities and opportunities for social and professional interaction. In particular, PdOC provides specific college affiliation information, including college-affiliation opportunities and the different types of post-doctoral college affiliations. You can access this information here:

http://www.pdoc.cam.ac.uk/guides/PdOC_College_Affiliation

Your PI or supervisor, the University's Post-Doc Careers Service and PdOC (see below) may be able to help with college affiliation queries.

Diversity Networks - The University's diversity plays a key role in sustaining academic excellence and a number of diversity networks exist to progress equality:

- Black and Minority Ethnic (BME) staff network
- Disabled staff network
- LGB&T staff network
- Womens staff network

Diversity networks are open to individuals who work for the University, a College or an associated institution and are members of one of the above protected groups. Other Diversity Networks

include:

- Women in Science, Engineering and Technology Initiative (WiSETI)
- Student Links
- E&D Partners
- CUSU Women's Union
- Graduate Women's Network
- women@CL
- PdOC, Society for contract research staff
- Graduate Union, for graduate students but also of interest to post-doctoral researchers
- Black Students Campaign champions the interests all Black, Asian and Minority Ethnic students in the University
- CUSU LGBT provides support for Lesbian, Gay, Bisexual and Trans students at the University
- The Disabled Students Liberation Campaign campaigns on behalf of all disabled students at the University

The Judge Business School and the Centre for Entrepreneurial Learning (CfEL) - Entrepreneurial Networks - The importance of networks for recruiting talented colleagues, securing funding and acquiring industry knowledge cannot be underestimated. In the heart of the Silicon Fen, Cambridge is at the centre of many entrepreneurial networks.

The Office of Postdoctoral Affairs (OPdA) - OPdA is the leading organisation dealing with issues relating to the postdoctoral community at the University of Cambridge. The OPdA provides an academic, administrative and pastoral focus for the community. You are encouraged to visit the OPdA website to access a diverse range of information relating to why choose Cambridge, being new to Cambridge and in making the most of your time at Cambridge.

OPdA @ the PostDoc Centre - On 22 May 2014 the OPdA officially launched the Postdoc Centre, based in the basement of 16 Mill Lane. The office is staffed from 9.30am to 4.30pm, Monday to Friday. The Centre offers a range of helpful information and support to postdocs, their partners and families. This may include help with moving to Cambridge, settling in, HR and immigration matters, mentoring, careers, additional training and information on joining departmental postdoc committees, the PdOC Society and our partner volunteer scheme. There are free meeting/seminar rooms for postdocs to use, including a board room, seating up to 20, a 35-seat seminar room and a 110sq m multi-purpose room accommodating up to 80 people. There is also a library/common room with coffee, tea, computer facilities and journal/newspaper access. The office co-locates with the PdOC Society and the Newcomers and Visiting Scholars, which both offer social and networking events.

Post-Docs of Cambridge (PdOC) - PdOC is the Cambridge University Society for postdoctoral research staff and junior research fellows. PdOC represents postdocs in career development, contract research conditions, college affiliation, and social and sporting issues. All Cambridge postdocs are welcome to join, and there is no membership fee.

WiSETI (Women in Science, Engineering and Technology Initiative) - WiSETI is a positive action initiative at the University of Cambridge that promotes and supports women from Undergraduate level to Professor, in the Science, Technology, Engineering and Mathematics and

Medicine (STEMM) subject areas. WiSETI was established in 1999 and aims to redress an under-representation of women in employment and career progression in these disciplines at the University of Cambridge.

6. Leaving the Department

6.a) Resignation and notice period

If you wish to resign you should submit your resignation in writing to your PI and let the Personnel Administration team know. You should consult your contract for your required notice period. Typically, you must give four weeks' notice if you have been continuously employed for more than one year, or a minimum of one week's notice for a shorter period.

Address your letter of resignation to your PI and copy Kathleen Pickett (kjp45@cam.ac.uk).

In your letter, confirm the date your resignation will take effect, your last day in the department (if different) and, if possible, brief details of your destination on leaving.

If you and your PI have agreed that it is impractical for you to take some or all of your remaining annual leave during your notice period, please confirm this and the number of days you will need to be paid for in your resignation letter.

Please note: payment is not offered as an alternative to taking your holiday.

6.b) Dismissal

If the University wishes to terminate your employment you will be given, except in the case of serious misconduct, due notice. This will be a period of notice not less than the following:

Period of unbroken service	Notice period
Less than one year	Not less than one week
More than one year but less than five years	Not less than four weeks
More than five years but less than nine years	Not less than eight weeks
Nine years or more	Not less than twelve weeks

The University may not require you to work your period of notice, but instead may pay you in lieu of notice.

In a case where serious misconduct is alleged, the Head of Department may suspend you with pay immediately until the Human Resources Committee makes a decision. If the University considers that there are grounds for dismissal for serious misconduct, you may be summarily dismissed without notice. You have the right to appeal against the termination of your employment.

For termination of employment due to disciplinary, please refer to the University's Disciplinary action, grievances and appeals procedure:

<http://www.admin.cam.ac.uk/offices/hr/policy/grievance/>.

6.c) Termination of fixed and limited term appointments

If your post is supported by funds received from outside the University and/or if you have been appointed on a temporary basis to meet a specific need or to undertake a specific project, you will be notified of the date upon which your appointment terminates when you are appointed. You are encouraged to enquire of your PI/supervisor well in advance of the termination date whether your appointment is likely to be extended.

Consultation meeting request - Prior to the end of your fixed or limited term appointment, you and your PI/supervisor will receive a letter requesting that you arrange a consultation meeting to discuss whether your contract will be extended or come to an end. At the end of the meeting, you and your PI/supervisor complete Form PD7 confirming the outcome. The completed form, signed by both of you, should be returned to Emma Graham, Personnel Administrator. If you wish to receive redeployment assistance from the HR department, please mark this clearly in the appropriate section on the form.

Three months prior to the end date of your fixed or limited term appointment - You will receive automated monthly email reminders of your end date until either you leave or an extension is confirmed. Please respond to these emails if you feel that the information contained in them and the Departmental database is wrong.

If you and your PI/supervisor confirm that your employment is to be extended - You will be contacted by Emma Graham, Personnel Administrator, to confirm that the Department has processed your extension paperwork and to prompt you to undertake any other activities to ensure your extension remains seamless. You will receive an updated contract from HR sent to you directly at the Chemistry Department.

If you and your PI/supervisor confirm that your employment is to come to an end or neither of you provide any instructions - You will receive a formal notification letter confirming the end date of your contract and that you have the right to appeal against the decision. You will be contacted by Emma Graham, Personnel Administrator, outlining the Department's leaver process and action you need to take prior to leaving the Department.

More information on the procedure for ending fixed term contracts is available here:

<http://www.admin.cam.ac.uk/offices/hr/contracts/>

Much support and information is available during this process along with guidance on redeployment in the University and you will be updated accordingly.

For help or queries, please contact Kathleen Pickett, Welfare, Training and Development Adviser or Marita Walsh, Support Services Manager.

6.d) Retirement

The University aspires to the highest standards of teaching, research, and administration. It is important that in striving to achieve these aims institutions can plan their staffing structures to allow maximum effectiveness across these activities, whilst considering the wishes of individual employees in relation to their work plans.

The University does not operate a retirement age for assistant staff, contract research staff, and unestablished academic and unestablished academic-related staff. Where the employment of a University officer is extended beyond the retirement age, that employment will be in a fixed-term capacity and the individual will move from an established to an unestablished position. However, the University may continue to rely on retirement as a reason for ending the employment relationship at the end of this extended period of employment, including where there have been successive extensions.

The University's Retirement policy and procedures is available online:
<http://www.admin.cam.ac.uk/offices/hr/policy/retirement/>.

Members of staff may apply to retire earlier than their normal retirement date, but should first seek advice on how this might affect their occupational pension, if appropriate.

6.e) Leavers' Process

The leavers process will be activated when your resignation or notice to retire is received by or your contract is confirmed as ending to either Kathleen Pickett, Welfare, Training and Development Adviser or Marita Walsh, Support Services Manager.

You will receive the departmental Leavers Certificate from Emma Graham, Personnel Administrator, approximately two weeks prior to your known leave date.

The Leavers' Certificate **must** be completed, with all necessary signatures, so that:

- The Department can be sure to retain accurate records and contact details for any correspondence that may need to be forwarded or sent to you after you have left
- Your £50 deposit paid during registration can be returned to you.

You can access the departmental Leavers' Certificate at:

<http://www-ch-int.ch.private.cam.ac.uk/staff-resources/contract-research>

IMPORTANT: TRANSFERRING DATA BEFORE YOU LEAVE

- **Prior to leaving the Department, you must ensure you pass or give access to any work-related information pertinent to your role or research.**
- **Information left on an individual's desktop cannot be retrieved if you have not made arrangements to pass on or share this information.**
- **Personal data left on computers is retained for 6 months following the individual last day of employment.**

7. Useful Links

1. Introduction

The University's Mission and Core Values statement:

<http://www.admin.cam.ac.uk/univ/mission.html>

Research Interest Groups (RIGs): <http://www.ch.cam.ac.uk/research/rigs>

AthenaSWAN:

- In the Department: <http://www.ch.cam.ac.uk/page/athena-swan>
- In the University: <http://www.equality.admin.cam.ac.uk/projects/athena-swan/athena-swan-cambridge>

Departmental Committees: <http://www.ch.cam.ac.uk/content/departmental-committees>

Departmental Personnel: <http://www.ch.cam.ac.uk/staff>

2. Important Departmental Rules

Department website: <http://www.ch.cam.ac.uk>

Departmental Emergency Information: <http://www.ch.cam.ac.uk/safety/emergency-information>

Departmental Safety Pages: <http://www.ch.cam.ac.uk/safety/>

Departmental First Aid Information: <http://www.ch.cam.ac.uk/safety/first-aid>

Health and Well-being:

- Stress@work Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/stress/>
 - Counselling Service: <http://www.counselling.cam.ac.uk>
 - Occupational Health Service: <https://www.admin.cam.ac.uk/offices/oh/>
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3. Departmental Facilities

Departmental Computing and IT: <http://www-co.ch.cam.ac.uk>

- University Computing Service: <http://www.ucs.cam.ac.uk>
- Applying for accounts: <http://www.ucs.cam.ac.uk/accounts/applying>
- Collecting your passwords: <https://jackdaw.cam.ac.uk/signup/>
- Central email service: <http://www.ucs.cam.ac.uk/email>
- Managed Cluster Service: <http://www.ucs.cam.ac.uk/desktop-services/mcs/>
- Desktop Services: <http://www.ucs.cam.ac.uk/desktop-services/accounts>

Departmental Finance (information relating the Accounts and Stores teams): <http://www-ch-int.ch.private.cam.ac.uk/accounts/departmental-finance>

Online i-Procurement Training Course: <http://www.admin.cam.ac.uk/offices/purchasing/training/>

Departmental Photography services: <http://www.ch.cam.ac.uk/photography>

Departmental Mass Spectrometry Services: <http://www.ch.cam.ac.uk/analytical/massspec>

Departmental NMR services: <http://www.ch.cam.ac.uk/analytical/nmr>

Departmental Technical services: <http://www.ch.cam.ac.uk/technicalservices/index>

4. Joining the Department

University Online Staff Handbook:

- <http://www.admin.cam.ac.uk/offices/hr/staff/guide/>

Departmental Online Staff Handbook

<http://www.ch.cam.ac.uk/human-resources/printable-handbooks>

Probation:

- Contract research staff: <http://www.ch.cam.ac.uk/human-resources/probation>

Mentoring for contract research staff: <http://www.ch.cam.ac.uk/pdac/mentoring>

Changes in personal circumstance:

- Update the departmental database: <http://www-co.ch.cam.ac.uk/facilities/admin-database/>
(Select: self-service interface)
- Update the central HR system: <http://www.hrsystems.admin.cam.ac.uk>
(Select: Employee Self-Service ESS)

Living in Cambridge:

- Things to see and do: <http://www.jobs.cam.ac.uk/living/>
- Maps of the University: <http://map.cam.ac.uk>
- Maps for disabled access: <http://www.admin.cam.ac.uk/univ/disability/guide/maps/>
- Accommodation service: <http://www.accommodation.cam.ac.uk>
- Newcomers and visiting scholars: <http://www.nvs.admin.cam.ac.uk>
- PdOC new starter guide for postdoctoral research staff and junior research fellows: http://www.pdoc.cam.ac.uk/guides/PdOC_new_starters/view

5. Working in the Department

Your role and responsibilities:

- Research job titles and duties: <http://www.cam.ac.uk/research-staff/employment-and-career-management/employment-and-career-management-scheme/researchers-employment-policies-and-protocols/job-titles-and-duties>

Pay:

- Salary scales: <http://www.admin.cam.ac.uk/offices/hr/salary/>
- Reward schemes:
<http://www.admin.cam.ac.uk/offices/hr/reward/policy/schemes.html>
Contribution reward scheme for academic-related and assistant staff:
<http://www.admin.cam.ac.uk/offices/hr/policy/contribution/>
Contribution increment scheme for research staff:
<http://www.admin.cam.ac.uk/offices/hr/reward/policy/research.html>

Hours of work:

- Flexible working policy: <http://www.admin.cam.ac.uk/offices/hr/policy/flexible/>
- Annual Leave form for contract research staff: <http://www.ch.cam.ac.uk/human-resources/leave>
- Sickness Absence Policy: <http://www.ch.cam.ac.uk/human-resources/sickness>
- Maternity Leave: <http://www.admin.cam.ac.uk/offices/hr/policy/maternity/>
- Paternity Leave: www.admin.cam.ac.uk/offices/hr/policy/paternity.html
- Parental Leave: www.admin.cam.ac.uk/offices/hr/policy/parental.html
- Adoption leave: www.admin.cam.ac.uk/offices/hr/policy/adoption/
- Special leave: www.admin.cam.ac.uk/offices/hr/policy/leave/special/

Equality and Diversity: <http://www.admin.cam.ac.uk/offices/hr/equality/>

Equal Opportunities Policy: <http://www.admin.cam.ac.uk/offices/hr/policy/equal.html>

Dignity@Work: <http://www.admin.cam.ac.uk/offices/hr/policy/dignity/>

Your continuous professional development:

- University staff review and development scheme: <http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/>
- Departmental staff review and development scheme <http://www.ch.cam.ac.uk/pdac/staff-review-and-development>
- University training providers: <http://www.skills.cam.ac.uk/staff/training/>
- University Computing Service (UCS): <http://www.training.cam.ac.uk/ucs/>
- Institute of Continuing Education (ICE): <http://www.ice.cam.ac.uk>
- Personal and Professional Development (PPD): <http://www.admin.cam.ac.uk/offices/hr/ppd/>
- University Language Centre: <http://www.langcen.cam.ac.uk/lc/index.html>
- Concordat to Support the Career Development of Researchers: <http://www.admin.cam.ac.uk/offices/hr/ppd/information/research/concordat/index.html>
- Employment and Career Management Scheme for Researchers: <http://www.cam.ac.uk/research-staff/employment-and-career-management>
- University Post-doctoral Careers Service: <http://www.careers.cam.ac.uk/index.asp>
- University Job Opportunities: <http://www.jobs.cam.ac.uk>

Promotion: <https://www.hr.admin.cam.ac.uk/pay-benefits/promotion>

Research job titles and duties:

- <http://www.cam.ac.uk/research-staff/employment-and-career-management/employment-and-career-management-scheme/researchers-employment-policies-and-protocols/job-titles-and-duties>

Grievances, disciplinary and appeals: <http://www.admin.cam.ac.uk/offices/hr/policy/grievance/>

Misconduct in Research policy: <http://www.admin.cam.ac.uk/offices/hr/policy/misconduct.html>

Benefits: <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>

Travel Insurance: <http://www.admin.cam.ac.uk/offices/insurance/travel/>

Networks:

- The Judge Business School and the Centre for Entrepreneurial Learning (CfEL) – Entrepreneurial Networks: <http://www.cfel.jbs.cam.ac.uk/resources/networks/index.html>
- The Office of Post-doctoral Affairs (OPdA): <http://www.opda.cam.ac.uk>
- Post-docs of Cambridge (PdOC): <http://www.pdoc.cam.ac.uk>
- Women in Science, Engineering and Technology Initiative (WiSETI): <http://www.admin.cam.ac.uk/offices/hr/equality/wiseti/>

6. Leaving the Department

Procedure for ending fixed term contracts: <http://www.admin.cam.ac.uk/offices/hr/contracts/>

Retirement policy: <http://www.admin.cam.ac.uk/offices/hr/policy/retirement/>

Leavers' certificate: <http://www.ch.cam.ac.uk/human-resources/leaving-department>