



## POLICY DOCUMENT

*Title:* **EMPLOYEE HANDBOOK**

*Last reviewed:* May 2013

### *Document control*

*Lead person:* **Sally Jobling**

*Approved by Management/Staff Liaison Group:* May 2013

*Approved by Senior Management Team:* May 2013

*Ratified by Settlement Board of Trustees:* May 2013

*Next review of this document:* May 2014

# BARTON HILL SETTLEMENT – EMPLOYEE HANDBOOK

---

## Contents

INTRODUCTION.....	5
JOINING THE SETTLEMENT .....	6
Induction and Employee Training.....	6
Probationary Period.....	6
Job Description.....	6
HOURS.....	7
Hours of Work.....	7
Lateness/Absenteeism.....	7
Work At Home .....	7
Time Off In Lieu (“TOIL”).....	7
WAGES and SALARIES .....	8
Overpayments.....	8
Income Tax and National Insurance .....	8
Pension Scheme .....	8
HOLIDAY ENTITLEMENT and CONDITIONS .....	9
Annual Holidays .....	9
Conditions .....	9
Public/Bank Holidays .....	10
SICKNESS and INJURY.....	11
Notification of Incapacity for Work .....	11
Evidence of Incapacity .....	11
Payments.....	11
Return to Work .....	12
General.....	12
FAMILY FRIENDLY BENEFITS.....	13
Maternity Leave .....	13
Paternity Leave .....	13
Parental Leave.....	13
Adoption Leave .....	13
Flexible Working .....	13
SAFEGUARDS.....	14
Confidentiality.....	14
Safeguarding Children.....	14
Public Interest Disclosure .....	14

## BARTON HILL SETTLEMENT – EMPLOYEE HANDBOOK

---

Disclosure and Barring Service Checks .....	15
Copyright.....	15
Statements to the Media .....	15
ICT .....	16
STANDARDS.....	17
Wastage .....	17
Housekeeping .....	17
SAFETY, WELFARE AND HYGIENE.....	18
Safety .....	18
Refreshment Facilities.....	18
Smoking.....	18
Alcohol and Other Drugs.....	18
Hygiene .....	19
Wounds and Diseases .....	19
Personal Hygiene .....	19
Hygiene For Food Handlers.....	19
GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES .....	20
Development and Review .....	20
Training .....	20
Changes in Personal Details .....	20
Trade Union Membership.....	20
Mobility.....	20
Other Employment .....	21
Medical Appointments .....	21
Compassionate Leave .....	21
Carers' Leave.....	21
Unpaid Holiday Leave .....	21
Childcare and Carers' Expenses .....	22
Staff Development Days .....	22
Travel Expenses.....	22
Communications .....	22
Employees' Property.....	22
Parking .....	22
Mail .....	22
Telephone Calls/Mobile Phones .....	23

## **BARTON HILL SETTLEMENT – EMPLOYEE HANDBOOK**

---

Buying or Selling of Goods .....	23
Collections from Employees .....	23
Political and Religious Activities.....	23
Membership of Other Bodies .....	23
TERMINATION OF EMPLOYMENT .....	24
Terminating Employment Without Giving Notice .....	24
Return of Property .....	24
Garden Leave .....	24

## INTRODUCTION

Welcome to Barton Hill Settlement's staff team. The success of the Settlement and its employees depends largely on the effective work of the employees themselves, together with our volunteers and activists.

Barton Hill Settlement operates from its main site in Ducie Road and other premises, mainly in Barton Hill and the surrounding areas. We aim to work towards providing equal opportunities and are committed to the principle of equality as set out in the Equalities Act (2010), and the Human Rights Act (1998).

We will apply employment policies which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the Settlement. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

The Settlement will not accept any discriminatory act or attitude from our employees while on Settlement business. People are discriminated against because of their protected characteristic(s), and discrimination can take one or combined forms based on recognised protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation. Other forms of discrimination can be based on: colour, nationality, political beliefs, career status, appearance, geographical area, social class, income level or criminal record. The Settlement recognises that these groups are not mutually exclusive.

The Settlement will create a culture that respects and values those with protected characteristics and all forms of diversity. Acts of harassment or discrimination are disciplinary offences.

Please study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains helpful information. All staff must read this handbook on commencement of their employment at the Settlement. It contains the terms and conditions of service common to all employees of the Settlement, and acceptance of this document is implied by signature on the SMT Form.

Throughout this handbook, the term "Line Manager" is used to refer to the person responsible for an employee's day-to-day work. "Head of Department" refers to project managers, and "Settlement Chief Executive Officer" refers to a specific post. In the temporary absence of any of these postholders, the next most senior member of staff will hold the responsibilities set out in this handbook.

### JOINING THE SETTLEMENT

#### Induction and Employee Training

At the commencement of your employment, you will receive induction training for your specific job.

#### Probationary Period

You join us on an initial probationary period, details of which are set out in your letter of appointment. During this period, your work performance, general suitability and contentment will be assessed on a monthly basis against your job description, and recorded. This is an opportunity for you, as well as your Line Manager, to iron out any problems that may have arisen. If everything is satisfactory for both you and your Line Manager, your employment will continue.

At the end of your probationary period you will again be assessed, and, if satisfactory, you will be confirmed in your position. If you have not reached the required standard we may extend the probationary period.

During these periods, if your work performance is not up to the required standard, or you are considered to be unsuitable, we reserve the right *either* to take remedial action *or* to end your employment without recourse to the disciplinary procedure or capability policy. During this period the normal grievance procedure applies.

#### Job Description

You will be given a job description of the position to which you have been appointed. Amendments may be made, by mutual agreement, to your job description with your Line Manager from time to time or at your annual review in relation to the changing needs of the Settlement and your own ability.

## HOURS

### Hours of Work

Full time staff are required to work a 7 hour working day, Monday to Friday, making a maximum 35 hour week. Normal hours are 9am to 5pm.

Staff are entitled to a one hour unpaid lunch break when a 7 hour day is worked. A minimum break of 30 minutes (unpaid) must be taken when more than 5 continuous hours are worked in a day.

Lunch breaks must be taken between 12.00 am and 2.30 pm.

### Lateness/Absenteeism

You must attend for work punctually at the specified time(s). You are required to comply strictly with any time recording procedures relating to your work, particularly the time sheets to record TOIL (time off in lieu).

All absences must be notified in accordance with the reporting procedure laid down in this Employee Handbook.

Persistent lateness or absence may result in disciplinary action and/or loss of appropriate payment.

### Work At Home

You may, in exceptional circumstances, be allowed to work at home. However, this is only with the prior authority of your Head of Department and the Settlement Chief Executive.

### Time Off In Lieu (“TOIL”)

In normal circumstances, there is no money available for payment for hours worked in excess of contractual hours and staff are therefore entitled to take time off in lieu (TOIL) of any hours worked in excess of their normal week. Hours worked in excess of contractual hours must be by prior arrangement with your Line Manager, and recorded.

In posts where it is not possible to take TOIL and additional hours are required, payment will be made at the appropriate rate. In any other circumstances, only the Settlement Chief Executive may agree payment instead of TOIL. Time sheets must be used to record all additional hours worked.

TOIL may only be accumulated up to a maximum of one week (pro rata) in any salary month, and must be taken within the three months following its accrual, at a time agreed with your Line Manager.

If it is necessary for you to work on weekends or bank holidays, the hours on your TOIL sheet will be recorded at time and a half for weekends and double time for bank holidays, unless working at these times is specified as part of your contract hours.

### WAGES and SALARIES

For all staff, the pay period is the calendar month. Basic salaries are paid, via Telepay, on the 25<sup>th</sup> day of the month.

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.

If you have any queries regarding your pay, you should raise them with the Finance Office.

### Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment. However, if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period, up to a maximum of one year. If you leave our employment before overpayment is fully recovered, the balance will be deducted from your final salary.

### Income Tax and National Insurance

At the end of each tax year, you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You should keep these documents in a safe place, as you may need to produce them if making enquiries with the Inland Revenue or DSS, or if completing a self-assessment form.

### Pension Scheme

We have a contributory pension scheme which you will be able to join on completion of three months' service, details of which are available separately from the Finance Officer.

(*Note* - This section of the handbook will be updated as the law is changing. The Settlement will replace the pension scheme above on 1<sup>st</sup> October 2015 with Pensions Auto-enrolment. Staff will be updated and notified of the changes and their options before this date.)



### HOLIDAY ENTITLEMENT and CONDITIONS

#### Annual Holidays

Your holiday year begins on April 1st and ends on March 31st of the next year.

All full time staff are entitled to 25 days paid leave per year, excluding Bank Holidays, and pro-rata for part time staff. Your actual holiday entitlement is shown in your statement of main terms of employment (form SMT).

It is the Settlement's policy to encourage you to take all of your holiday entitlement in the current holiday year. However, subject to the agreement of your Line Manager, up to one week of annual holiday may be carried forward to the following holiday year. This carried forward leave must be taken by April 30th.

#### Conditions

You must complete form HR for all holiday requests, and have it signed by your Line Manager, before making any firm holiday arrangements.

Your Line Manager will allocate agreed holiday dates to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

You should, normally, give at least four weeks' notice of your intention to take holidays of one week or more.

You may not normally take more than three working weeks consecutively.

You must take a minimum of one block of seven consecutive days holiday per year.

Your holiday pay will be at your normal (basic) rate of pay.

If you become ill during a holiday, you will be entitled to sick pay for any days covered by a doctor's certificate. These days will then not be counted as holiday leave. If you have to pay for a doctor's certificate, you will be reimbursed on production of the receipt.

You will be allocated fixed holidays up to four days of your annual entitlement to take during the Christmas/New Year period.

All staff are entitled to their own religious holidays as part of their holiday entitlement, or as unpaid leave.

In the event of the termination of your employment, any holidays accrued but not taken will be paid for. However, in the event of your having taken holidays which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary.

### Public/Bank Holidays

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

### SICKNESS and INJURY

#### Notification of Incapacity for Work

If you are ill and unable to come to work, you must notify us by telephone on the first day of incapacity, at the earliest possible opportunity and by 10.00 am at the latest. Notification must be made by you (and only in cases of emergency by a relative, neighbour or friend), to your Line Manager and Reception. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes.

If you work on shift patterns or require cover arrangements to be made, please contact your Line Manager as agreed by project in addition to the above notification.

If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

#### Evidence of Incapacity

Doctor's certificates are not issued for short term incapacity (less than 7 days). In these cases of incapacity (up to 7 calendar days), you must sign a self-certification absence form on your return to work (form SCA).

If your sickness has been (or you know that it will be) for longer than 7 days (whether or not they are working days), you should see your doctor to obtain a medical certificate, which you must then forward to us without delay. You must continue to supply us with consecutive doctor's medical certificates to cover the whole of your absence.

#### Payments

Please refer to your statement of main terms of employment (form SMT) for details of your contractual sick pay entitlement. You should discuss the details of your entitlements, in the first instance, with the HR Officer.

If you meet the criteria in the current statutory sick pay (SSP) regulations, you are entitled to SSP if you are absent because of sickness or injury. When you are absent for four or more consecutive days you will be paid SSP by the Settlement if you are eligible. This is treated as pay and is subject to normal deductions.

Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP.

If you are entitled to any payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.

Where the circumstances of your incapacity are such that you receive, or are awarded, any sum by way of compensation or damages in respect of the incapacity from a third party, then any salary payments which we may have made to you because of the absence

(including SSP) shall be repaid by you to us, up to an amount not exceeding the amount of the compensation or damages paid by the third party.

### **Return to Work**

You must notify your Line Manager and Reception as soon as you know on which day you will be returning to work. You must notify them again if this return date changes.

If you have been suffering from a notifiable infectious or contagious disease or illness you must not report for work without clearance from your doctor.

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you must complete a self-certification absence form and hand this to your Line Manager.

If you wish to return to work before the expiry of your medical certificate, you must obtain a further medical certificate confirming your fitness to return.

On return to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss your state of health and fitness, and to acclimatise you for your return. The main aim of this discussion is to ensure that you are not feeling pressured or obligated to return before you are ready. Any personal information arising from this interview will be treated in the strictest confidence.

### **General**

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

If we consider it necessary, we may ask your permission to contact your doctor, or for you to be independently medically examined.

### **FAMILY FRIENDLY BENEFITS**

#### **Maternity Leave**

You are entitled to maternity leave and pay in accordance with the current statutory provisions. If you become pregnant, you should notify the HR Officer at an early stage so that your entitlements and obligations can be explained to you.

#### **Paternity Leave**

You are entitled to paternity leave and pay in accordance with the current statutory provisions.

#### **Parental Leave**

You are entitled to take parental leave in accordance with the current statutory provision, you should discuss your needs with the HR Officer, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the Settlement.

#### **Adoption Leave**

You are entitled to adoption leave and pay in accordance with the current statutory provisions. If you are planning to adopt, you should notify the HR Officer at an early stage so that your entitlements and obligations can be explained to you.

#### **Flexible Working**

You have the right to request flexible working in accordance with the current statutory provisions, and if you have dependants other than those stated in the statutory provision. You should submit your request to the HR Officer.

### SAFEGUARDS

#### Confidentiality

All information received by us is covered by the Data Protection Act (1998). All information that:

- has been acquired by you during the course of your employment, or has otherwise been acquired by you in confidence,
- relates particularly to the Settlement, or that of other persons or bodies with whom we have dealings of any sort, and
- has not been made public by, or with our authority,

shall be confidential, and (save in the course of your work for the Settlement or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

Please refer to our Data Protection Policy for further details.

#### Safeguarding Children

Barton Hill Settlement acknowledges that it has a responsibility for the safety of all children using its services, and recognises that good safeguarding policies and procedures are of benefit to everyone involved with the Settlement's work, including staff, volunteers and trustees.

Please see the current Safeguarding and Child Protection Policy for further details.

#### Public Interest Disclosure

In certain circumstances, employees have legal protection if they make disclosures about their employers. These employees are commonly referred to as 'whistle blowers' and their activities have often received wide publicity in the media.

An employee who believes, for example, that their employer is disposing of toxic waste illegally may 'blow the whistle' directly to the press or television. In the past, employees who blew the whistle on their employers were often dismissed or treated detrimentally by their employers. This discouraged employees from whistle blowing, even where such action would be for the public good, and the legislation is designed to protect employees from dismissal, or from suffering any detriment for whistle blowing in these circumstances.

Certain disclosures are prescribed by law as 'qualifying disclosures'. Disclosures are qualifying disclosures where it can be shown that the company commits a 'relevant failure' by:

- committing a criminal offence
- failing to comply with a legal obligation
- a miscarriage of justice
- endangering the health and safety of an individual

- environmental damage
- concealing any information relating to the above.

Please refer to the Whistleblower Policy for further details.

### Disclosure and Barring Service Checks

Some posts require a DBS check, and the forms relating to this check will be completed early in the induction process. These checks are a part of our safeguarding measures and are important. Staff will be notified by the HR Officer when they require resubmitting. Staff may be subject to disciplinary action if they fail to complete their forms. Any staff member who does not have a current form will be required to work under measures specified by their Line Manager and Chief Executive Officer to ensure the safety of all.

### Copyright

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

### Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to the Settlement will be given only by a nominated person.

All inquiries from the media must be passed on to and handled by a nominated person.

Any breach of the above “Safeguards” could lead to the termination of your employment.

### ICT

There are a number of legal points which arise from the use of Information and Communication Technology (ICT) systems, both internally and externally.

The ICT Policy is intended to ensure that access to ICT systems and the internet is achieved in a way that maximises the benefit to the Settlement and its staff and users, while minimising the possibility of misuse, damage or invasion. It forms a basis on which disciplinary action can be taken.

In your use of ICT, YOU MUST NOT:

- make comments or statements which could in any way be contrived to be defamatory, however innocent you consider them to be,
- present personal views as being the views of the Settlement,
- communicate information confidential to the Settlement, or any information protected by copyright, without being authorised to do so,
- view or handle material of a pornographic, racist or otherwise offensive nature,
- compromise the security of the Settlement's systems.

Please see the current ICT Policy for further details.



### STANDARDS

#### Wastage

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations.

You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. Paper recycling boxes are available throughout the Settlement, and you are expected to use these where appropriate.

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

Without prejudice to the disciplinary procedure.

- a. Any damage to stock or property (including non-statutory safety equipment) that is the result of your negligence or deliberate vandalism may render you liable to pay the full or part of the cost of repair or replacement.
- b. Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work, will render you liable to reimburse to us the full or part of the cost of the loss.
- c. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

Please see the Environmental Policy for further details.

#### Housekeeping

Both from the point of view of safety and of appearance, all work areas must be kept clean and tidy at all times.

### **SAFETY, WELFARE AND HYGIENE**

#### **Safety**

You must make yourself familiar with our Health and Safety Policy, Fire Evacuation Procedure, and your own health and safety duties and responsibilities, as shown separately.

You must not take any action which could threaten the health or safety of yourself, other employees or anyone else.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

Appropriate clothing and footwear must be worn at all times.

You must report all accidents and injuries at work, no matter how minor, in the Accident Book, which can be found in the Central Administration Office.

#### **Refreshment Facilities**

Refreshment making facilities are available and must be kept clean and tidy at all times.

#### **Smoking**

Smoking is allowed only in designated smoking zones, and is not permitted in any of the Settlement's buildings.

For further details please see the Settlement's Smoking Policy.

#### **Alcohol and Other Drugs**

Under legislation we, as your employer, have a duty to ensure (so far as is reasonably practicable) the health and safety and welfare at work of all our employees. Similarly, you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the Settlement and/or the health and safety of our employees.

The detrimental effects of alcohol and drugs can be numerous, and include:

- absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)
- higher accident levels (e.g. at work, elsewhere, driving to and from work)
- work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

The use of alcohol or illegal drugs during working hours, or being under their influence during working hours, is gross misconduct and will result in dismissal.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug-related action or offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

### **Hygiene**

#### **Wounds and Diseases**

Any exposed open wound must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness, you must not report for work without clearance from your doctor.

#### **Personal Hygiene**

Personal hygiene is extremely important in an organisation that deals constantly with a large and varied number of people. If complaints or comments are received about a member of staff it will be necessary for us to act on them. You will be advised of this problem in a tactful manner through normal supervisory procedures.

#### **Hygiene For Food Handlers**

Food handlers must be qualified to (at least) the Foundation Food Hygiene Certificate, and must adhere to the food hygiene regulations at all times. All food hygiene certificates must be copied and displayed in the appropriate areas of work.

### GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

#### Development and Review

Our policy is to play a supportive role through your Line Manager to aid and monitor your work performance on a continuous basis, so that we can maximise your strengths, and help you to overcome any possible weaknesses.

#### Training

As your employment progresses, your skills may be extended to encompass changes made, by mutual agreement, to job activities within the Settlement. Training may be offered to support you to fulfil your role, for which you may be required to sign a training agreement which permits the Settlement to deduct a percentage of the training costs from your salary should your employment end within pre-negotiated time limits from the completion of such training.

#### Changes in Personal Details

You must notify us of any change of name, address, telephone number, next of kin, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

#### Trade Union Membership

You have the right to belong to any trade union, and to take part in its activities.

The Settlement has a recognition agreement with UNITE, giving sole negotiation rights to them.

As a trade union member, you may seek to hold office in it, and as such may take part in its external activities during paid working hours, subject to approval by the Settlement Chief Executive and providing it is relevant to the work of Barton Hill Settlement. This includes attendance at training courses, provided that the training is approved by the Trades Union Congress or by the independent trade union of which the member of staff is an official. A maximum number of days in any one year is to be agreed with the unions.

The Settlement will allow reasonable time off, subject to approval by the Settlement Chief Executive, to any member of staff who is a member of a union but not an official of the union to take part in its union activities, excluding industrial action. The Settlement will not pay for time off spent on these activities.

Shop stewards may call union meetings on Settlement premises outside working hours.

Staff may arrange for union dues to be deducted from their salaries at source.

#### Mobility

You may be required, whenever applicable, to work within your job description at any other of our sites within reasonable travelling distance on a temporary basis.

### Other Employment

If you already have any other employment, or are considering any additional employment, you must notify us so that we can discuss any implications.

### Medical Appointments

Where possible, medical and dental appointments should be made outside normal working hours. If this is not possible, your Line Manager will grant time off, and you will be asked either make up the time, or take it as unpaid leave.

Exceptions to this, for which time off will be paid, are:

- ante-natal clinic appointments,
- one-off consultant appointments,
- consultant or treatment appointments relating to a long-term condition.

All such time off must be approved by your Head of Department and the Settlement Chief Executive.

### Compassionate Leave

In exceptional circumstances, for example the death or serious illness of a close relative or partner, compassionate leave with pay may be requested in addition to accrued annual leave. Requests of up to 5 days will be approved by your Head of Department. Requests above five days must be approved by your Head of Department and the Settlement Chief Executive. A file note for all compassionate leave taken, containing the details and duration, will be placed in the employee's personnel file for a period of no more than 3 years.

### Carers' Leave

Paid leave for the emergency care of sick dependants may only be taken when all other care options are unavailable, and for a maximum of up to 2 days (in a rolling 60 day period). For longer periods, holiday entitlement must be used. A file note for all carers' leave taken, containing the details and duration, will be placed in the employee's personnel file for a period of no more than 3 years.

It is important to note that carers' leave is to be used in emergency situations.

### Unpaid Holiday Leave

If you have used your holiday entitlement and need further leave, you may request unpaid leave. Unpaid leave is not a right, and your request may be declined.

All requests for unpaid leave must be agreed by the Head of Department and approved by the Settlement Chief Executive.

### Childcare and Carers' Expenses

If you incur childcare expenses as a result of attending meetings outside of your normal working hours, these expenses will be reimbursed.

### Staff Development Days

Barton Hill Settlement holds regular staff development days during the year. This is an opportunity for staff from all the work areas to train and plan together, and is viewed as of high importance for the organisation.

You are expected to attend all development days. The days will be agreed before the leave year begins, and staff will not be granted leave for those days. If you work part time, or do not normally work at that time, you will be expected to change shift patterns to ensure that you can attend.

In exceptional or emergency situations, the Chief Executive may give individuals permission not to attend. Non-attendance will be recorded in employees' personnel files.

### Travel Expenses

If you incur expenses for travelling on Settlement business, these expenses will be reimbursed.

Travel and fuel allowances will be paid in line with local authority rates in force at the time.

### Communications

The Settlement will keep you informed about items of interest by means of notice boards, newsletters, staff meetings, website and other communication methods. You, in turn, may use these facilities (with appropriate permission), to promote any particular item of interest to other employees.

### Employees' Property

The Settlement does not accept liability for any loss of, or damage to, property which you bring onto the premises. You are advised not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

### Parking

The Settlement does not provide car-parking facilities. No liability is accepted for damage to private vehicles, however it may be caused.

### Mail

All mail received by us will be opened, including that addressed to employees. If it is marked private and confidential, we will try to ensure that it remains unopened, but this may not always be possible. Private mail, therefore, should not be sent to the Settlement.

No private mail may be posted at our expense, except in those cases where a formal re-charge arrangement has been made.

### **Telephone Calls/Mobile Phones**

While you are work, personal telephone calls (whether they are through our system or on your own mobile phone) are allowed only in unavoidable circumstances. You must pay for any private calls made via the Settlement's phone system.

If you issued with a Settlement mobile phone, it remains the property of the Settlement and may only be used for Settlement business.

### **Buying or Selling of Goods**

You are not allowed to use Settlement premises to hold raffles, or buy or sell goods on your own behalf.

### **Collections from Employees**

Unless specific authorisation is given by your Line Manager, collections are not allowed on our premises. Obvious examples of collections that are likely to be authorised are collections for birthday or leaving gifts for staff members.

### **Political and Religious Activities**

The Settlement cannot, and does not, support any particular political party or religion. In line with this policy, you must not, during working hours, actively promote any religious or political activity.

### **Membership of Other Bodies**

The Settlement may require you to be its formal representative on outside bodies. When you are fulfilling this role, you are bound by Settlement policies.

Similarly, some Settlement committees may require staff to represent project interests on outside bodies. Such representation is subject to the agreement of the Line Manager in terms of balance of duties. The Settlement Board of Trustees must be informed of all representation on outside bodies, to ensure that there is no conflict of interest.

When representing the Settlement as described above, you may attend meetings within paid working time, or take time off in lieu (TOIL).

You have the right to attend formal public duties (e.g. local authority elected bodies) during working hours, subject to approval by the Settlement Chief Executive.

## **TERMINATION OF EMPLOYMENT**

### **Terminating Employment Without Giving Notice**

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment (SMT), your termination pay will be reduced by an amount equal to the cost of covering your duties during the notice period not worked. This is an express written term of your contract of employment.

### **Return of Property**

On the termination of your employment, you must return all Settlement property which is in your possession, or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

### **Garden Leave**

There may be circumstances in which you will be sent home for reasons other than disciplinary. This is known as garden leave.

You might also be on garden leave once either side has given notice of termination of employment, and the Settlement has, at any time and for any period, required you to cease performing your job or excluded you from entering any of our premises.

During garden leave, the Settlement will continue to pay your wage/salary, and provide all benefits that form part of your contract of employment.