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INTRODUCTION

The success of any organisation and that of its employees depends very largely on the employees themselves, and so we look to you to play your part as we shall continue to play ours.

We provide equal opportunities and are committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. 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.

We will not condone any discriminatory act or attitude in the conduct of our business with the public or our employees. Acts of harassment or discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation are disciplinary offences.

We welcome you and express our sincere hope that you will be happy here at Lews Castle College. We ask that you study carefully the contents of this Staff Handbook as, in addition to setting out our rules and regulations, it also contains a great deal of helpful information.
JOINING OUR ORGANISATION

Job Description

You will be provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

Induction

At the commencement of your employment your line manager will arrange for an induction to be carried out in accordance with the checklist shown in Appendix I. As your employment progresses your skills may be extended to encompass new job activities within the organisation. You may be required to sign a training agreement prior to undertaking any training activities with Lews Castle College.

Performance and Review

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

Professional Review Process

We have a professional review scheme in place for the purpose of reviewing staff development needs with a view to maximising the effectiveness of individuals. Details of the process can be found later in this handbook along with the review forms shown in Appendix II-IV.

Job Flexibility

It is an express condition of employment that you are prepared, whenever necessary, to transfer within departments or duties within our organisation. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential.

Mobility

It is a condition of your employment that you are prepared, whenever applicable, to travel to any other of our sites within reasonable travelling distance, on a temporary basis. This mobility is essential to the smooth running of our organisation.
GENERAL TERMS OF EMPLOYMENT INFORMATION AND PROCEDURES

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. The following points are illustrations of this:

- Handle machines, equipment and stock with care;
- Turn off any unnecessary lighting and heating. Keep doors closed whenever possible;
- Ask for other work if your job has come to a standstill;
- Start with the minimum of delay after arriving for work and after breaks.

The following provision is an express written term of your Contract of Employment:

- Any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
- 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 re-imburse to us the full or part of the cost of the loss.

Changes in Personal Details

You must notify us of any change of name, address, telephone number, 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.

Other Employment

If you already have any other employment or are considering any additional employment you must notify the Principal so that we can discuss any implications arising from the current working time legislation or advise you of any possible conflicts of interest.

Travel Expenses

We will reimburse you for any reasonable expenses incurred whilst travelling on college business. The rules relating to travelling expenses are shown in the Financial Procedures. You must provide receipts for any expenditure.

Communications

We will try to keep you informed about items of interest by means of email, our notice boards and staff newsletters.
Employees' Property

We do not accept liability for any loss of, or damage to, property that you bring on to the premises. You are requested not to bring personal items of value on to the premises and, in particular, not to leave any items overnight.

Lost Property

Articles of lost property should be handed to Reception who will retain them whilst attempts are made to discover the owner.

Parking

To avoid congestion, all vehicles must be parked only in the designated parking areas. Disabled parking spaces are not to be used unless you are registered disabled and you display a Disabled Parking Permit. No liability is accepted for damage to private vehicles, however it may be caused.

Acceptance of Gifts

Staff are not entitled to retain any fees or commissions, including gifts, in connection with their duties whilst employed by the Board of Management of Lews Castle College.

Membership of Trade Unions

Lews Castle College supports a system of collective bargaining through the College Negotiating Committee. You have a right to join a trade union and to take part in its activity, or not to join as you wish.

Mail

All mail received by us may be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address.

Telephone Calls/Mobile Phones

Telephones are essential for our business. Incoming personal telephone calls are allowed only in the case of emergency. Outgoing calls of short duration can only be made at the discretion of your line manager.

Using Social Media at Work

Lews Castle College recognises that members of staff may occasionally wish to use social media for personal use at their place of work. We permit employees to access social networking sites on the internet for personal use before and after work and during break periods.

Buying or Selling of Goods

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.
Collections from Employees

Unless specific authorisation is given by the Principal, no collections of any kind are allowed on our premises.

Client Relations

We provide services to clients and you are employed to do work on behalf of our clients, sometimes on their own premises. Because of this relationship our clients may from time to time request that an individual be removed from a job in accordance with their contract with us. In such circumstances we will investigate the reasons for such requests. However, if our client maintains their stance we will then take all reasonable steps to ensure that alternative work is provided. If this is not possible we may have no alternative but to terminate your employment. This procedure is separate from any concurrent disciplinary matter which may need to be addressed.

Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to Lews Castle College.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to Lews Castle College, and you must not discuss any college sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or permitted by any current legislation (eg the Public Interest Disclosure Act 1998) and could lead to your dismissal.

This includes information that:

- Is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- Relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort;
- Has not been made public by, or with our authority shall be confidential, and save in the course of our business 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 prior written consent. Some members of staff will have access to confidential information about students, employees, clients and the business of the Board of Management. Any unauthorised disclosure of such information is forbidden (save in the course of our business or as required by law), and will render an employee liable to disciplinary action.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.
Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of 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 our business will be given only by the Principal or other authorised person approved by the Principal.

Inventions/Discoveries

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:

- In the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- Outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these;
- During the course of any of your duties, and at the time you had a special obligation to further our interests arising from the nature of those duties, and your particular responsibilities.

Intellectual Property Rights

Where as an employee you make or create any intellectual property rights that may be of benefit to us as your employer, you shall inform us forthwith in writing and such rights shall be owned absolutely by us so far as the law allows. You shall co-operate fully to ensure such ownership and in so doing waive all moral and legal rights to them.

Note: Intellectual property rights means patents, copyright, database rights, registered and unregistered design rights, trademarks, plant variety rights and any other intellectual property rights throughout the world, applications for registration of any of the same, confidential information and know-how, whether in all cases registered or unregistered.

Standards of Dress

As you are liable to come into contact with clients and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where protective workwear is provided, it must be worn at all times whilst at work and laundered on a regular basis. Where this is not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times. To ensure you are known to students, clients and members of the public staff identification badges must be worn at all times.

Housekeeping

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

Policy Statement

All staff are required to be members of the Protection of Vulnerable Groups scheme (PVG) through Disclosure Scotland. Disclosure Scotland is the agency which provides the disclosure service in Scotland.

Introduction


General Principles

Lews Castle College comply with the Code and the 1997 and 2007 Acts regarding the handling, holding, storage, destruction and retention of disclosure information provided by Disclosure Scotland. We comply with the Data Protection Act 1998 (“the 1998 Act”).

Usage

Disclosure information is used only for the purpose for which it was requested and provided. It will not be used or disclosed in a manner incompatible with that purpose. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

Handling

Lews Castle College recognise that, under section 124 of the 1997 Act and sections 66 and 67 of the 2007 Act, it is a criminal offence to impart disclosure information to any unauthorised person. Disclosure information is only shared with those authorised to see it in the course of their duties. We will not disclose information provided under subsection 113B (5) 2 of the 1997 Act, namely information which is not included in the certificate, to the subject.

Access and Storage

Disclosure information is not held on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled and is limited to authorised named individuals, who are entitled to see such information in the course of their duties.
Retention

To comply with the 1998 Act, disclosure information is not kept for longer than necessary. For the 1997 Act, this will be the date the relevant decision has been taken, allowing for the resolution of any disputes or complaints. For the 2007 Act, this will be the date an individual ceases to do regulated work for this organisation. We will not retain any paper or electronic image of the disclosure information. We will, however, record the date of issue, the individual's name, the disclosure type and the purpose for which it was requested, the unique reference number of the disclosure and details of our decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

Disposal

Lews Castle College ensure that disclosure information is destroyed in a secure manner i.e. by shredding, pulping or burning. We will ensure that disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).
HEALTH, SAFETY, WELFARE AND HYGIENE

Health and Safety

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown on your job description. An induction session delivered by the Health and Safety Adviser will be arranged by your line manager as soon as possible after your start date at Lews Castle College. The purpose of the induction session is to familiarise new staff members with our health and safety arrangements ensuring their own safety and that of others.

After three months you will be required to complete a follow up questionnaire to confirm that you have received familiarisation on specific health and safety topics and systems relevant to your department activities. The induction checklist and follow up questionnaire will be held in your personnel file.

Under the Health and Safety at work Act 1974 employees have clearly defined duties to comply with. They include:

- Taking reasonable care of your own health and safety and that of others who may be affected by what you do or do not do;
- Co-operating with your employer on health and safety;
- Correctly using work items provided by your employer including personal protective equipment in accordance with training instructions;
- Not interfering with or misusing anything provided for your health, safety or welfare.

Relevant Health and Safety Policies can be found in the Health and Safety folder on the shared drive (S:\Health and Safety).

Refectory/Refreshment Making Facilities/Vending Machines

A refectory is open to staff during term time in our Stornoway Campus. Vending machines are situated in various locations around the Stornoway Campus and in the Benbecula Campus reception area. Refreshment making facilities are available to staff as well as a dedicated staff room which staff are encouraged to use for breaks away from the office and to interact with other colleagues. The staff room has a large flat screen TV and comfortable seating, as well as a secondhand book stand.

Non-Smoking Policy

Smoking is not permitted inside any College areas and outside in designated areas only and this policy must be observed at all times.

Compliance with legislation banning smoking in all enclosed public spaces effective from 26 March 2006 is obligatory.
Alcohol and Drugs Policy

Under legislation the Board of Management of Lews Castle College, as your employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees, and 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 organisation and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous: (These are examples only and not an exhaustive list)

- Absenteeism (eg unauthorised absence, lateness, excessive levels of sickness, etc);
- Higher accident levels (eg at work, elsewhere, driving to and from work);
- Work performance (eg difficulty in concentrating, tasks taking more time, making mistakes, etc).

Employees who suspect or know that they have an alcohol or drug related problem are encouraged to discuss this with their line manager and/or to seek help through support services in the local community.

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/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

Hygiene

- Any exposed cut or burn must be covered with a first-aid dressing;
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor;
- Contact with any person suffering from an infectious or contagious disease must be reported to your line manager before commencing work.

Counselling Service

Lews Castle College offers a free independent counselling service to both staff and students. Staff can contact the counsellor directly by e-mailing LCCtalktome@uhi.ac.uk.

The counsellor has private premises and is happy to see staff there. The content of the sessions is completely confidential between the person and the counsellor. The counsellor is only available on certain days and times but can provide telephone counselling as well as a face-to-face service.

It is anticipated that this service is for use for a short period only, up to six initial sessions with a view to extending this if required. This is to provide initial support until the person can be signposted to further professional or voluntary agencies as required.
PAYROLL PROCEDURES

Administration

All staff are paid on the last Thursday of each month by bank transfer except in December where the payment date may be brought forward by one week.

Timesheets and expense claims are processed through the payroll and should be submitted to the Finance Office as soon as possible after the month end.

Any pay queries that you may have should be raised initially with the Finance Office.

Salary Sacrifice Scheme

Lews Castle College operates two salary sacrifice schemes which are ‘Cycle to Work Scheme’ and ‘Childcare Scheme’, both of which are tax beneficial. For further information contact the Finance Office.

Pension Schemes

We have contributory pension schemes available for both support and teaching staff to join on commencement of service with Lews Castle College, details of which are given in your Statement of Main Terms of Employment.

As from 1 February 2014 automatic enrolment became compulsory for all staff. However, anyone wishing to withdraw from the scheme will be given the opportunity to do so in writing.

Both pension schemes operate tiered contribution rates for staff and these are reviewed in April each year. For both schemes the employer makes a fixed percentage contribution for all employees.

Teaching staff, who are members of the Scottish Public Pensions Agency, have an online service available to check any relevant information. The site is called My Pension and information is available at www.sppa.gov.uk.

Support staff, who are members of the Local Government Pension Scheme, need to contact The Highland Council directly to check any relevant information. Contact details can be found at http://www.highlandpensionfund.org.
HOLIDAY ENTITLEMENT POLICY

Annual Holidays – Academic Staff

All teaching staff will follow the academic year as their holiday year and will take holidays as indicated by the college calendar. Annual holiday arrangements are agreed each year by the Board of the Management. Details are shown in your individual Statement of Main Terms of Employment.

Annual Holidays – Support Staff

All support staff will follow the academic year as their holiday year from September 2018. You will receive a paid holiday entitlement of six working weeks during a complete holiday year. Annual leave will be calculated pro-rata for part-time staff.

All support staff are issued with an annual leave card which is to be completed and authorised by your line manager. You should give at least two weeks’ notice of your intention to take holidays and you may not normally take more than two working weeks consecutively.

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 in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final salary. This is an express written term of your Contract of Employment.

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. Support staff may carry forward five days entitlement in any leave year. You will not be paid for any holidays not taken over and above these five days.

Public Holidays/Closure Days

In addition to your annual leave entitlement you are entitled to public holidays/college closure days which will be advised to you at the beginning of each holiday year by the Board of Management.
LEAVE ENTITLEMENT POLICY

Maternity/Paternity Leave and Pay

You may be entitled to maternity/paternity leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant you should notify your line manager at an early stage so that your entitlements and obligations can be explained to you.

Parental Leave

If you are entitled to take parental leave in respect of the current statutory provisions, you should discuss your needs with your line manager. They will liaise with the Principal, who will identify your entitlements and look at the proposed leave period dependent upon your child’s/children’s particular circumstances and the operational aspects of the organisation.

Time Off for Dependants

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your line manager. They will liaise with the Principal who, if appropriate, will agree the necessary time off.

Family Illness

The entitlement of up to five days leave with pay to attend to spouses or partners who are living with the member of family or living alone will be at the discretion of the Principal.

Jury Service

If you are required for jury service or to attend court you must advise your line manager in order that the necessary arrangements for your work can be made. You are normally eligible for loss of earnings, travel and subsistence allowances. You will be permitted reasonable time off to carry out such public duty, but you should not volunteer for jury service beyond 14 days without referral and permission from the Principal.

Time Off for Community Related Activities

If you are undertaking any community related activities, your request for leave should be made in writing to the Principal, who has the discretion to grant you up to 10 days additional paid leave in any 12 month period.

Personal Appointments

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your line manager and may be paid at his/her discretion.
Bereavement Leave

Individuals’ reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Principal, and agree appropriate time off, which may be paid at discretion.
ABSENCE FROM WORK SICKNESS/ABSENCE POLICY

Lateness/Absenteeism

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work. All absences must be notified in accordance with the sickness reporting procedures laid down in this Staff Handbook.

If you arrive for work more than one hour late without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the day without pay. Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

Notification of Incapacity For Work

If you are unable to attend work for any reason, you must notify reception before your normal starting time and advise the reason for your absence and, if known, the anticipated length of absence. If you feel unable to provide specific details to reception staff regarding your absence please use general statements such as ‘I am unwell’, ‘family emergency’, however you will be required to give more detail to your line manager on your return to work.

A family member/friend can notify reception on your behalf if you are incapacitated or unable to call. Notification of absence via e-mail, work colleague, text message or social media of any kind is not acceptable. You must contact reception every day you are unable to attend work, unless a Statement of Fitness for Work has been submitted.

If you are employed in a post which requires a replacement for your period of absence, you should also notify your line manager as soon as possible, to enable a suitable replacement to be found. If you do not notify your line manager within the specified time then you must provide a reasonable explanation for not doing so. You should provide your line manager with details of your absence, your anticipated length of absence and any work commitments that need to be covered by a colleague or rearranged.

You must fulfil the requirements in this policy when absent due to sickness or industrial injury to be entitled to Statutory Sick Pay (SSP) or sickness allowance.

Absence of More Than Seven Days

If you are absent from work for more than seven days (including Saturdays, Sundays and Public Holidays) due to sickness or injury then you must submit a Statement of Fitness for Work to cover your absence beyond the seven days. You must contact reception upon the issue of each new Statement of Fitness for Work. Where a Statement of Fitness for Work has not been received timeously, it is considered appropriate and reasonable for a line manager to contact the employee to ensure that the correct certification is received.
If your absence continues for a period of 4 weeks or more it is recognised as a long-term absence. This may require a referral to our independent Occupational Health service. This will be discussed with you prior to any arrangements being put in place. The main aim of Occupational Health is to support you to return to, and remain in, work as soon as possible after an illness or injury.

It is important that regular informal contact is maintained during periods of sickness absence. Line managers should establish from the outset the appropriate method and frequency of contact. Responsibility for maintaining contact throughout the period of sickness falls with both the line manager and employee. The submission of Statements of Fitness for Work by an employee is not, on its own, considered to be maintaining contact.

**Return to Work Procedures – Up To Seven Days**

You should notify your line manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified. On your return to work following an absence of up to seven days an informal face-to-face return to work discussion will be arranged by your line manager to seek confirmation that you are fit to return to work, the reason for your absence, if there are any requirements for support or assistance and to update you on any relevant developments within your role/Department.

A Sickness Absence Certificate must also be completed with your line manager as part of this discussion. If your line manager is situated in a different campus then it is acceptable for the return to work discussion to be carried out via telephone.

If over a period of twelve months you have recorded three or more periods of short term absences (absences up to seven days) or a pattern of short term absences is emerging your line manager will arrange for a return to work interview (see Appendix V) to take place rather than a return to work discussion. The focus of the interview will be broadly the same as the discussion but with more emphasis on any support or assistance that could be put in place to support you, to minimise future absences and to establish whether a referral to Occupational Health would be beneficial.

**Return to Work Procedures – More Than Seven Days**

You should notify your line manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified. On your return to work following an absence of more than seven days a return to work interview (see Appendix V) will be arranged with your line manager to seek confirmation that you are fit to work, the reason for your absence, establishing if there is any support or assistance which could be put in place, including input from Occupational Health (if not already in place), any concerns you may have about returning to work and also to update you on any relevant developments within your role/Department.

If supported by a Statement of Fitness for Work a phased return to work can be put in place to help support a return to work from a long term absence. The aim of a phased return to work is to gradually re-introduce you to the workplace and your duties. Your doctor should provide as much detail on the Statement of Fitness for Work regarding any changes to duties, working hours or any reasonable workplace adaptations.
A Sickness Absence Certificate must also be completed with your line manager for any period of sickness not covered by your Statement of Fitness for Work. If your line manager is situated in a different campus then it is acceptable for the return to work interview to be carried out via telephone or video conference.

**Return to Work Procedures - Food Handlers/An Cotan**

Food handlers and An Cotan Childcare Centre staff who have been absent from work with symptoms of gastrointestinal infection must not return to work until a period of 48 hours has passed from when the symptoms stopped.

**Return to Work Procedures - Infectious/Contagious Disease**

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

**General**

In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness. We cannot operate with an excessive level of absence, as all absence, for whatever reason, reduces our efficiency.

Line managers are responsible for managing, controlling and recording attendance and absence. 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.

**Payments**

You are entitled to SSP if you are absent because of sickness or injury provided you meet the criteria in the current SSP regulations. When you are absent for four or more consecutive days you will be paid SSP by us if you are eligible. This is treated like salary and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable (contractual sickness pay will cover you for this period). Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Any contractual sickness/injury payments are shown in your individual Statement of Main Terms of Employment. 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 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 and up to, but not exceeding, any amount paid by us.

Non Compliance

Failure to comply with the above requirements may result in the non-payment of sickness allowances, in accordance with the Scheme of Salaries and Conditions of Service and may lead to disciplinary procedures.

Sickness During Annual Leave

Support Staff - If you fall sick during a period of annual leave and you submit the appropriate self-certificate or Statement of Fitness for Work to the Principal’s Office by the earliest practicable date, the period of sickness absence shall be treated as sick leave and not annual leave and you may take the holidays at a later date.

Teaching Staff – two days special leave entitlement in respect of each complete week of leave lost as a result of illness – subject to a maximum of 10 such days in any one leave year. Special leave to be taken during the term following the leave period concerned, subject to the overriding needs of the service.
ACCIDENT AND NEAR MISS REPORTING POLICY

Regardless of the severity, all accidents and incidents at work must be recorded. There is a legal requirement to notify the enforcing authority, usually the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) of deaths, certain major injuries, over seven day injuries, certain diseases and dangerous occurrences. This will enable the enforcing authority to determine whether or not to carry out an investigation.

The Health and Safety Adviser will make the decision to report the accident upon receipt of the completed Accident Report.

Following an accident the priority is to provide first aid treatment for casualties. This might involve them being transported to Accident and Emergency for professional medical examination. When the casualties needs have been attended to an Accident Report should be completed.

Procedure for Accident and Incident Recording at Lews Castle College

It is the employee’s responsibility to give notice of any personal injury caused by an accident at work. This notice must be given as soon as practicably possible after the accident and certainly before the end of that working day. The entry must be made using the Lews Castle College book of forms “Accident Report Book” which are held by Head of Departments and line managers. Completed Accident Reports must be sent to:

- Health and Safety Adviser;
- Head of Department or line manager;
- Reception.

In cases where students, school pupils or trainees are involved in an accident the class lecturer must ensure that the relevant documentation is completed.

Additionally, copies of the Accident Report Forms are located at Reception at:

- Lews Castle College, Stornoway;
- Lews Castle College, Benbecula;
- Lews Castle College, Barra;
- Lews Castle College, Taigh Chearsabhagh.

When completed Accident Reports may contain personal confidential information and will therefore be subject to data protection legislation and must be secured in a locked cabinet.
Near Miss Reporting

A “near miss” is defined as an event which would normally have resulted in death, injury, or ill health, but by good fortune did not.

Near misses must be reported using the “Near Miss Report Form” available on the Intranet. A copy of the completed Near Miss form should be submitted without delay to:

- Health and Safety Adviser;
- Head of Department or line manager;
- The Chairman of the Health and Safety Committee.

Following an accident or near miss taking place, the work activity must be stopped immediately and must not re-commence until the relevant risk assessment has been reviewed and permission has been given by the respective Head of Department or line manager.

All information relating to incidents and near-misses can be found in the Accident and Near Miss Reporting Policy.
CAPABILITY AND CAPABILITY DISMISSAL PROCEDURES

Introduction

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work. At all meetings held in connection with the operation of this procedure, you will be entitled to bring a work colleague or trade union representative to act as a witness or to speak on your behalf.

Job Changes

If the nature of your job changes we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. If we have concerns regarding your capability these will be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

If such improvement is not forthcoming after an agreed period of time, you will be dismissed with the appropriate notice.

Personal Circumstances

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (eg a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise.

When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances which either prevent you from attending work for a prolonged period(s) or which cause frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances.

When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
Short Service Staff

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.
DISCIPLINARY AND DISCIPLINARY DISMISSAL PROCEDURES

Introduction

It is necessary to have a minimum number of rules in the interests of the whole organisation. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen as a means of punishment.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust. The following rules and procedures should ensure that:

- The correct procedure is used when inviting you to a disciplinary hearing;
- You are fully aware of the standards of performance, action and behaviour required of you;
- Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- You will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
- Other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee or trade union representative, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process;
- You will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct;
- If you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.
Disciplinary Rules

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other conditions, procedures, rules etc, within this handbook will also result in the disciplinary procedure being used to deal with such matters.

Rules Covering Unsatisfactory Conduct and Misconduct

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- Failure to abide by the general health and safety rules and procedures;
- Smoking in designated non-smoking areas;
- Consumption of alcohol on the premises;
- Persistent absenteeism and/or lateness;
- Unsatisfactory standards or output of work;
- Rudeness towards clients, students, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- Failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal working hours;
- Unauthorised use of e-mail and internet;
- Failure to carry out all reasonable instructions or follow our rules and procedures;
- Unauthorised use or negligent damage to or loss of our property;
- Failure to report immediately any damage to property or premises caused by you;
- Use of our vehicles without approval or the private use of our commercial vehicles without authorisation;
- Failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- If your work involves driving, failure to report immediately any type of driving conviction or any summons which may lead to your conviction;
- Carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain;
- Loss of driving licence where driving on public roads forms an essential part of the duties of the post;
- Failure to report accidents and near misses;
- Any other actions considered to be misconduct.

Serious Misconduct

Where one of the unsatisfactory conduct or misconduct rules has been broken and upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.
**Rules Covering Gross Misconduct**

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of:

- Theft or fraud;
- Physical violence or bullying;
- Deliberate damage to property;
- Deliberate acts of unlawful discrimination or harassment;
- Possession, or being under the influence of illegal drugs at work;
- Breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person;
- Any other actions considered to be misconduct.

**Disciplinary Procedure**

Disciplinary action taken against you will be based on the following procedure:

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>FIRST OCCASION</th>
<th>SECOND OCCASION</th>
<th>THIRD OCCASION</th>
<th>FOURTH OCCASION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Formal verbal</td>
<td>Written warning</td>
<td>Final written</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Conduct</td>
<td>warning</td>
<td></td>
<td>warning</td>
<td></td>
</tr>
<tr>
<td>Misconduct</td>
<td>Written warning</td>
<td>Final written</td>
<td></td>
<td>Dismissal</td>
</tr>
<tr>
<td>Serious</td>
<td>Final written</td>
<td></td>
<td></td>
<td>Dismissal</td>
</tr>
<tr>
<td>Misconduct</td>
<td>warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross</td>
<td>Dismissal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misconduct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal but you will retain the right to a disciplinary hearing and you will have the right of appeal.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.
In all cases, warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

**Disciplinary Authority**

The operation of the disciplinary procedure contained in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

<table>
<thead>
<tr>
<th>Person authorised to take disciplinary action in the case of</th>
<th>Management</th>
<th>Other Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal verbal warning</td>
<td>The Principal (or deputy)</td>
<td>Head of Department/Line Manager</td>
</tr>
<tr>
<td>Written warning</td>
<td>The Principal (or deputy)</td>
<td>The Principal (or deputy)</td>
</tr>
<tr>
<td>Final written warning</td>
<td>The Principal (or deputy)</td>
<td>The Principal (or deputy)</td>
</tr>
<tr>
<td>Dismissal</td>
<td>The Principal</td>
<td>The Principal</td>
</tr>
</tbody>
</table>

**Period of Warnings**

**Formal Verbal Warning**

A formal verbal warning will normally be disregarded after a twelve month period.

**Written Warning**

A written warning will normally be disregarded after a twelve month period.

**Final Written Warning**

A final written warning will normally be disregarded after a 24 month period.
General Notes

If you are in a supervisory or managerial position then demotion to a lower status at the appropriate rate of pay may be considered as an alternative to dismissal except in cases of gross misconduct.

In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

Gross misconduct offences will result in dismissal without notice.

You have the right to appeal against any disciplinary action.
CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

The appeal procedure will normally be conducted by a member of staff not previously connected with the process, so that an independent decision into the severity and appropriateness of the action taken can be made.

If you are appealing on the grounds that you have not committed the offence, then your appeal may take the form of a complete re-hearing and reappraisal of all matters, so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.

You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice, who may act as a witness or speak on your behalf. The result of the appeal will be made known to you in writing within five working days after the hearing.
GENERAL DISMISSAL AND APPEAL PROCEDURES

This section of the Staff Handbook does not form part of your Contract of Employment but the procedures set out below may apply, where legally required, in the specific circumstances described in your individual Statement of Main Terms of Employment.

Statement of Grounds for Action and Invitation to Meeting

Your alleged conduct or characteristics, or other circumstances, which lead us to contemplate dismissing or taking disciplinary action against you, will be set out in writing. This statement, or a copy of it, will be sent to you and you will be invited to attend a meeting to discuss the matter.

Meeting

The meeting will take place before action is taken, except in the case where disciplinary action consists of suspension.

The meeting will not take place unless:

- You have been informed what the basis was for including in the statement of grounds for action;
- You have had a reasonable opportunity to consider your response to that information.

You must take all reasonable steps to attend the meeting.

After the meeting, you will be informed of the decision and notified of the right to appeal against the decision if you are not satisfied with it.

Appeal

- If you wish to appeal, you must inform us;
- If you inform us of your wish to appeal, you will be invited to attend a further meeting;
- You must take all reasonable steps to attend the meeting;
- The appeal meeting need not take place before the dismissal or disciplinary action takes effect.

After the appeal meeting you will be informed of the final decision.

General Requirements

The following requirements will be adhered to in respect of the above procedures (so far as applicable):

- Each step and action under the procedure will be taken without unreasonable delay;
- Timing and location of meetings will be reasonable;
- Meetings will be conducted in a manner that enables both parties to explain their cases;
- In the case of appeal meetings which are not the first meeting, Lewis Castle College will, so far as is reasonably practicable, be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).
GRIEVANCE PROCEDURES

It is important that if you feel dissatisfied with any matter relating to your employment, you should have an effective means by which such a grievance can be aired and where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset. Whilst we will give the same consideration to any grievance that you raise verbally, provided that you make it clear that you wish it to be treated formally, you should be aware that, in most circumstances, the law requires you to provide us with written details of your grievance before taking certain types of legal action.

You have the right to be accompanied at any stage of the procedure by a fellow employee or trade union representative who may act as a witness or speak on your behalf to explain the situation more clearly.

If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within 10 working days of the meeting, including your right of appeal.

If you wish to appeal you must inform your line manager within three working weeks of receipt of response of the hearing. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, Lewis Castle College will be represented by a more senior manager (or if the original hearing was heard by the Principal, the Board of Management will delegate its responsibility to hear appeals under these procedures to an Appeal Panel of a minimum of three of its members who shall be employer representatives).

Following the appeal meeting you will be informed of the final decision, normally within 10 working days, which will be confirmed in writing.

An aggrieved member of staff may withdraw at any stage from these procedures, by giving notice in writing, and shall be deemed to have withdrawn the grievance.
Collective Grievances

Two or more staff who share a common grievance arising from the same decision by Lews Castle College shall be entitled to pursue their grievance in common by means of procedures set out above.

Where collective dispute arises relating to the claimed rights or terms and conditions of employment of all employees or a section of the staff the following procedures should be followed:

- The elected officers of the trade union shall formally advise the Principal of the existence of a dispute and of its substance, in writing;
- The Principal shall arrange a meeting with the officers of the trade union within one working week or otherwise by mutual agreement;
- This meeting may adjourn for further discussions by mutual agreement, but shall otherwise formally record either agreement or a failure to agree;
- In the event of a failure to agree the matter, it may be referred either to the Board of Management Appeal Panel or, where the substance of the dispute is deemed by both parties to be subject to its powers, to the national negotiating body.

Status Quo

On the submission of an individual grievance and pending its resolution, no change shall be made in the relevant terms and conditions of employment of the member of staff, until the procedures have been exhausted.

On the declaration of a collective dispute the trade union shall normally desist from industrial action until all stages of the procedure have been completed and a failure to agree has been formally recorded.
RESPECT AT WORK POLICY AND PROCEDURES

Introduction

Many people in our society are victimised and harassed as a result of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

Policy

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

We have published these procedures to inform employees of the type of behaviour that is unacceptable and to provide employees who are the victims of personal harassment with a means of redress.

We recognise that we have a duty to implement this policy, and all employees are expected to comply with it.

Personal Harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks;
- Lewd or abusive comments about appearance;
- Deliberate exclusion from conversations;
- Displaying abusive or offensive writing or material;
- Unwelcome touching;
- Abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.
COMPLAINING ABOUT RESPECT AT WORK

Informal Complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the Principal, who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal Complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Principal as a formal written complaint, and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- The name of the alleged harasser;
- The nature of the alleged harassment;
- The dates and times when the alleged harassment occurred;
- The names of any witnesses;
- Any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area, or suspension with pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation, which will normally be within 10 working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.
If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

**General Notes**

If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary and disciplinary dismissal procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.
MAKING A PROTECTED DISCLOSURE - WHISTLEBLOWING

Introduction

Under certain circumstances, employees have legal protection if they make disclosures about organisations for whom they work. These employees are commonly referred to as ‘whistle blowers’ and their activities have often received wide publicity in the media.

An employee who believed, for example, that organisations were disposing of toxic waste illegally may have ‘blown the whistle’ directly to the press, perhaps because of concern for the environment, a belief that the organisation would attempt a ‘cover-up’ if asked to stop, or for financial gain.

Employees, who blew the whistle on organisations were often treated detrimentally by them, or their engagements were terminated. This discouraged employees from whistle blowing even where such action would be for the good of the public. The legislation is designed to protect employees from suffering any detriment or termination of engagement for whistle blowing.

Qualifying Disclosures

Certain disclosures are prescribed by law as ‘qualifying disclosures’. Disclosures are qualifying disclosures where it can be shown that Lews Castle College 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.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen.

The Procedure

If you so wish, you should in the first instance report any concerns you may have to your line manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, eg the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

If you do not report your concerns to your line manager you may take them direct to the appropriate organisation or body.
General Notes

The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for whistle blowing and we take very seriously any concerns which you may raise under this legislation.

We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (eg for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.
TERMINATION OF EMPLOYMENT

Retirement

The normal age for retirement of 65 (60 for eligible academic staff) has now been phased out, most employees can now work for as long as they want to.

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, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your Contract of Employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

Return of Our Property

On the termination of your employment you must return all our 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. This is an express written term of your Statement of Main Terms of Employment.
REDUNDANCY

In the event that redundancies may be necessary, management will consult with the relevant trade union/s in the decision making process relating to the management of redundancies. If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time or having to lay you off work without pay other than statutory guaranteed pay.

In this respect, circumstances may arise, such as changes in the economic environment, new technology or organisational requirements which may necessitate the need for reductions in staffing levels leading to subsequent redundancies.

Redundancies will only be considered once all other alternative options have been given exhaustive consideration within financial and time constraints.

Every endeavour will be made to avoid compulsory redundancies. Where this is inevitable, college management will handle the selection procedure in an objective, confidential and sensitive way.

College management will ensure that all employees and trade union representatives are fully aware of any developments and will assist those concerned, wherever practicable, in minimising the effects of redundancy as well as finding alternative employment.

The procedure set out below will be adopted wherever possible. It must, however be recognised that where the needs of Lews Castle College’s business so dictate, the procedure will be adapted to the particular circumstances which prevail at that time and only following appropriate consultation.

Selection Criteria

Selection for redundancy will not be based solely on length of service and will always be subject to Lews Castle College’s need to retain specific knowledge and skills.

Volunteers for Redundancy

Applications will be invited from those volunteering for early retirement and/or redundancy. There will be no automatic acceptance of volunteers. Acceptance will always be dependent on the needs of Lews Castle College’s business.

Assistance with Seeking Alternative Employment

Lews Castle College will make every effort to consider any redundant employees for any suitable vacancies arising within the college.
Other colleges will be contacted to establish details of any current or potential vacancies they may have.

If viable, a “Job Search” session will be held within Lews Castle College. Alternatively candidates will be seen individually by their line manager or an appointed person to discuss personal “Job Search” requirements.

College management will provide as appropriate the following facilities:

- Telephone facilities;
- Secretarial assistance;
- CV guidance and compilation;
- Details of information sources on benefit entitlement;
- Access to information on local employment opportunities and training.

**Alternative Internal Vacancies**

Where such vacancies are offered to employees who have been selected for redundancy, the terms and conditions which will apply will be in accordance with the standard terms for the job in question. Full discussion will take place with the individual to determine transitional arrangements to the new terms and conditions of the job.

**Time Off**

Subject to the college’s operational needs, employees will be given permission to take time off during their notice period to look for work or seek retraining opportunities in accordance with current legislation.

**Employee References**

Lews Castle College will provide references to any prospective employers, the content of which will be discussed with the employee beforehand.

**Calculation of Payments: Redundancy**

- All employees receiving redundancy payments will be given written notification of the way in which their redundancy pay has been calculated;
- Redundancy payments will be in line with currently agreed conditions of service;
- Terms of redundancy current at the time will be provided as part of the consultative process.
THE PROFESSIONAL REVIEW PROCESS

The Professional Review process is for all staff, irrespective of role or status. Reviews are conducted annually and should fit within one academic year cycle.

Normally all Senior Management and Head of Department reviews will be conducted prior to the start of the academic year in September, thus freeing line managers to conduct reviews with their own staff from then on. All staff reviews will normally have been completed by the end of November and no later than the end of December.

Pack Contents

- Guidance notes for staff to assist you in your preparation for your professional review;
- Guidance notes for line managers to assist you in carrying out a professional review;
- A copy of the professional review form to be completed.

When the review has been completed the original is retained by the Principal’s Office.

Copies of the review form are retained by:

- The person being reviewed;
- The line manager with whom the review is being conducted.
Guidance Notes – For Reviewees

The Professional Review process has three elements to it: Planning; Managing and Evaluating.

The Senior Management Team will annually recommend a range of CPD opportunities and priorities to staff for discussion at annual professional reviews.

Planning for your own Professional Review

It is important that you prepare properly for your review. You may also want look at the current college Strategic and Operational Plans, copies of which are available to all members of staff. You should check which objectives in these plans refer to your own department and directly to your own work.

Be clear about what it is you wish to achieve from your own review. Aspects of your job as well as your own needs and interests may change from year to year and the review provides you with an opportunity to discuss these changes with your line manager. For example, if you feel that the nature of your job is no longer reflected in your job description, you may wish to signal this as an action point arising from the review. You should also consider your staff development needs.

Managing the Professional Review

Reviews are conducted annually. Normally all Senior Management and Head of Department reviews will be conducted prior to the start of the academic year in September, thus freeing line managers to conduct reviews with their own staff from then on. All staff reviews should be completed by the end of November and no later than the end of December.

Evaluating the Professional Review

If (and where appropriate) your review results in agreement over specific targets, your line manager has responsibility to monitor progress. This includes giving you feedback on a regular basis.
The Practicalities

Both you and your line manager share responsibility for ensuring that privacy and confidentiality are maintained. This includes making sure that your review discussion is free from interruptions.

Before the Review Meeting

- Take time to prepare for the review;
- Make sure that you set aside at least one hour for your review meeting;
- Make sure you have a mutually agreed date, time and venue for the meeting. All three should be agreed at least five working days beforehand;
- If this is not your first review, take any previous review copies with you. You might want to take with you a copy of your job description;
- Make sure you are familiar with other relevant college documents, such as operational and strategic plans that will affect you.

During the Review Meeting

- Present your strengths and successes;
- Make sure you identify any changes in your job, or any that you think will happen in the near future. Is there a need for additional training/staff development for you as a result?
- Make sure that you clarify anything of which you’re not sure;
- Read and check the information which is recorded, and only sign the record when you are satisfied that it is true and accurate.

After the Review

There should be three copies. The original is held by the Principal’s office, one copy by you and one by your line manager.
Guidance Notes – For Reviewers

Planning the Professional Review

You should be clear about what it is you wish to achieve with each individual review.

You should ensure that you are well prepared and briefed. Not all reviews are the same; for example, jobs change, often without any formal negotiations over amendments to job descriptions. You should make sure that you are fully aware of important changes. Negotiations with staff over changes to job descriptions might be but one important outcome of the review process.

Being aware of staff work-loads is also important. A major part of your role as line manager is to make sure that an individual's work is properly managed and resourced.

Managing the Professional Review

Reviews are conducted annually and should fit within one academic year cycle.

Normally all Senior Management and Head of Department reviews will be conducted prior to the start of the academic year in September, thus freeing line managers to conduct reviews with their own staff from then on. All staff reviews should be completed by the end of November and no later than the end of December.

If (and where appropriate) the process of review results in agreement over specific targets, it is the line manager's responsibility to ensure the process is adequately monitored. This includes providing feedback to the individual member of staff. You should consider that identified areas of good practice and particular strengths are shared across the college.

Evaluating the Professional Review

It is important that you build on the staff member's self-evaluation of the previous year.

According to current research, individuals are often able to make better or as good critical judgements about themselves as their managers; a good line manager will make use of this.

It is also important to stress the need for completion of the professional review form, prior to the meeting.

A positive and honest review discussion will be mutually beneficial.
The Practicalities

Remember that in order to make the experience a positive one you should ensure privacy and confidentiality. This extends also to ensuring that the review meeting is as free from interruptions as possible.

Before the Review Meeting

- Make sure that you set aside at least one hour for the review meeting;
- Make sure you have a mutually agreed date, time and venue for the meeting. All three should be agreed at least five working days beforehand;
- Where you are conducting review meetings other than the first, ensure that you have a copy of the previous professional review, and, if it is appropriate to do so, a copy of the staff member’s job description;
- Make sure you are familiar with any other relevant college documents, such as operational and strategic plans;
- Make sure the surroundings are reasonably comfortable.

During the Review Meeting

- Explain the purpose of the review and check if the staff member has any questions before the process starts;
- Make it as much a participative discussion as possible, rather than a formal interview. Encourage questions and answer them openly;
- Aim for agreement between you. Give praise where praise is due. Encourage self-evaluation, reflection, and the sharing of good practice on the part of your staff member;
- If it is appropriate to set targets for the coming period, make sure that you agree a process and timescale for reviewing the targets, and for giving feedback on progress;
- Make sure you listen attentively. Ensure throughout that what you think you are hearing is actually what is being said, and not what you think is being said. Are there any hidden messages that you need to pick up on?
- Make sure the staff member has a chance to read and check on what you have written. If there are any misunderstandings, make sure they are resolved as quickly as possible;
- Remember that both of you must sign the completed record.

After the Review

There should be three copies. The original is held by the Principal’s office, one copy by you and one by your line manager.
## Appendix I

### Induction Checklist

#### New Employee Details

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Line Manager:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
</tbody>
</table>

#### Activities Before Employment Starts

- Arrange telephony, voicemail (VMS), systems, library and email access
- Organise workstation, i.e. stationery, computer equipment, storage, etc
- Prepare a job familiarisation programme which should include some of the following as appropriate (this list is not exhaustive):
  - Develop an initial training plan, addressing initial development needs;
  - Set up staff account;
  - Set up introductory meetings with key individuals, internally and externally;
  - Arrange software and equipment training (incl. telephony, Office365, VC, Multi Functional Devices (MFDs);
  - Familiarisation with LCC documents, e.g. staff policies, academic standard guidelines;
  - Consider allocating a mentor or arrange for work shadowing;
  - Prepare local team induction process;
  - Set up meeting with local facilities/health and safety representative for the first day.
- Appoint appropriate person to take your role if you are unavailable on the first day and inform your new employee.
- Schedule in time for your initial meeting with the new employee on their first day and an informal meeting at the end of their first week.
- Ensure that members of your team are aware of any responsibility they may have for the induction of a new employee.
- Inform your team and other appropriate person(s) of the details of the new employee and their start date.
Activities on Your New Team Member’s First Day

☐ Welcome new employee on arrival.

☐ Inform of arrangements for Health and Safety induction, photo ID and building access.

☐ Implementation of job familiarisation programme and have an informal meeting, explaining:

- LCC induction process;
- Timetable for the first day/weeks of their employment;
- Structure, roles and responsibilities of the department;
- How role of the new employee fits into the organisation;
- Go over job description including key tasks/responsibilities;
- Discuss personalised job familiarisation programme and any immediate development needs;
- Outline work standards expected;
- Communicate support available, including mentor or work shadowing arrangements, if appropriate;
- Inform of first aid/fire evacuation procedures and other relative information;
- Inform of payroll timescales;
- Inform of absence reporting procedures and, if appropriate, annual leave requests;
- Inform of purchase order procedures;
- Inform of business expenses claim procedures;
- Inform of house-style guide and templates;
- Safeguarding training on college development website.

☐ Ensure that the following forms have been completed – salary cannot be paid until the following are completed and the line manager has informed finance:

- Disclosure Scotland check (where appropriate);
- Qualifications check;
- P45 or P46;
- New start form (including bank details);
- Pension details;
- Health and Safety induction.

☐ Ensure that the following has been issued:

- Annual leave card – where appropriate;
- Appointment letter;
- Contract of Employment;
- Identification badge.

☐ Ensure that staff have been notified of new employee
During Initial 12 Weeks (as appropriate)

☐ Ensure that the employee has undertaken induction relating to the following:
  - Health and Safety;
  - Equality and Diversity;
  - MFDs (for printing/copying);
  - Registry/Finance (for teaching staff);
  - Safeguarding.

☐ Introduce new employee to any other relevant work colleagues and managers.

☐ Ensure awareness and understanding of their role.

☐ Explain organisational structure, operation and relationships.

☐ Explain operating plan and organisational strategy and the link with department targets.

☐ Spend time on explaining e.g. politics, jargon, acronyms, informal social arrangements.

☐ Continually monitor and evaluate progress of the new employee providing on-going feedback and support as required. Encourage their feedback.

At the end of the 12 week period

☐ Undertake induction review meeting towards the end of the 12 week induction period:
  - Jointly reviewing the job familiarisation programme, providing feedback and discussing progress to date;
  - Jointly reviewing this induction checklist ensuring all areas have been covered, sign off the form and return to Principal’s Office;
  - Jointly reviewing objectives and development plan previously agreed making any necessary amendments;
  - Health and safety follow up questionnaire.

Not all of the above may be relevant, and some items will be particular to department and site.

Both the line manager and employee should sign below thereby confirming that the formal induction programme has been completed and that the new employee fully understands and is satisfied with the induction undertaken.

Line Manager: ................................................................. Date ..................

New Employee: ................................................................. Date ..................
**Induction Evaluation**

<table>
<thead>
<tr>
<th>Name of New Employee:</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Department:</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Line Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Who inducted you into the organisation?

Were you happy with your appointed inductor?

Are you happy with the way induction was set up?

Are there any improvements you would like to see?

Do you feel all appropriate information was passed on?

Are you aware of the role you play in our staff development programme?

Are you aware of your responsibilities over IT security within the organisation?

Is any action promised at induction still outstanding?

Please add any general comments:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Development Action Plan

This form can be used at the meetings between staff and their mentors/line managers to plan future actions and review previous targets set.

<table>
<thead>
<tr>
<th>Area</th>
<th>Points raised</th>
<th>Action to be taken</th>
<th>By whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements of the Job Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources and Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Issues</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROFESSIONAL DEVELOPMENT REVIEW - Management

Name: 
Department: 
Post: 
Venue: 
Interview Date: 
Interview Time: 
Reviewer: 

Professional Development, Knowledge and Understanding

To help you get the maximum benefit from your professional development interview, reflect on your work over the past year and consider the following questions.

1. What changes in terms of your work have you experienced since your last Professional Development Review?  
   (Complete this question before your interview)

2. Summary of discussion with your reviewer on your achievements, contributions, any constraints and future developmental needs.

These **discussion topics** help you to identify your engagement in our organisational priorities. Please add any others which are specific to your area of work.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Discussed</th>
<th>Development Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead, motivate and develop individual members of staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Building Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build and maintain an effective team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task Management Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinate resources to complete tasks and fulfil the Operational Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Communication Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure information flows between team members and the wider college community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICT Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use available ICT such as Office 2016, Outlook Email, Web Browser, Celcat and the UHI Staff Hub to manage resources and communicate with colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake mandatory staff development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake elective staff development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain CPD Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any training opportunities have been identified, please highlight them in the next section.

4. What staff development activities would enable you to be more effective in your work?

Reviewee Signature……………………………………. Date……………………

Reviewer Signature……………………………………. Date……………………
Appendix III

PROFESSIONAL REVIEW - Teaching Staff

Name: ____________________________  Department: ____________________________

Post: Lecturer  Venue: ____________________________

Interview Date: ____________________________  Interview Time: ____________________________

Reviewer: ____________________________

Professional Development, Knowledge and Understanding

To help you get the maximum benefit from your professional review, reflect on your work over the past year and consider the following questions.

1. What changes in terms of your work have you experienced since your last professional review?  (Complete this question before your interview)

2. Summary of discussion with your reviewer on your achievements, contributions, any constraints and future developmental needs.
3. Organisational Contribution and Training Needs Analysis

These discussion topics help you to identify your engagement in our organisational priorities. Please add any others which are specific to your area of work.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Discussed</th>
<th>Development Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate expert knowledge in the subject area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiastically engage with students to deliver qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present learning materials that meet the demands of the qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide constructive feedback to students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand the regulations relating to assessment and verification of the qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Time Management Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage teaching time, preparation time and admin tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Academic Tutor Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulfil the remit of the PAT role</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Record Keeping Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use available procedures to record student progress, attendance and achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ICT Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use available ICT such as Office 2016, Outlook Email, Web Browser, Blackboard and Mahara to deliver qualifications and communicate with students and colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Continuous Professional Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake mandatory staff development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake elective staff development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharing good practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain CPD Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any training opportunities have been identified, please highlight them in the next section.

4. What staff development activities would enable you to be more effective in your work?

Reviewee Signature……………………………………….. Date……………………

Reviewer Signature……………………………………….. Date……………………
PROFESSIONAL DEVELOPMENT REVIEW - Support Staff

Name:  
Department:  
Post:  
Venue:  
Interview Date:  
Interview Time:  
Reviewer:  

Professional Development, Knowledge and Understanding

To help you get the maximum benefit from your professional development interview, reflect on your work over the past year and consider the following questions.

1. What changes in terms of your work have you experienced since your last Professional Development Review? **(Complete this question before your interview)**

2. Summary of discussion with your reviewer on your achievements, contributions, any constraints and future developmental needs.
3. Organisational Contribution and Training Needs Analysis

These discussion topics help you to identify your engagement in our organisational priorities. Please add any others which are specific to your area of work.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Discussed</th>
<th>Development Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinate resources to complete tasks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Time Management Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage time to complete tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Communication Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure appropriate information flows within the work team, the wider college community and with external bodies.</td>
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<td></td>
</tr>
<tr>
<td><strong>ICT Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use available ICT such as Office 2016, Outlook Email, Web Browser, Celcat and the UHI Staff Hub to manage resources and communicate with colleagues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Continuous Professional Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake mandatory staff development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake elective staff development activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain CPD Record.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any training opportunities have been identified, please highlight them in the next section.

4. What staff development activities would enable you to be more effective in your work?

Reviewee Signature ........................................... Date ...........................................

Reviewer Signature ........................................... Date ...........................................
## RETURN TO WORK INTERVIEW FORM

**Name:** …………………………………… **Department:** ………………………………………………….

<table>
<thead>
<tr>
<th>Date of return to work interview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of employee’s absence</td>
<td></td>
</tr>
<tr>
<td>First date of employee’s absence</td>
<td></td>
</tr>
<tr>
<td>Date of employee’s return to work</td>
<td></td>
</tr>
</tbody>
</table>

**Reason employee gave for absence:**

<table>
<thead>
<tr>
<th>Previous absences in the last 12 months:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>------</td>
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</tbody>
</table>

**Did the employee properly notify the employer of his/her absence?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Did the employee consult his/her GP?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Did the GP make any recommendations on a Statement of Fitness to Work as to a phased return or potential changes to the employee’s hours, duties or the working environment?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If so, please state what these recommendations were and whether or not they are thought to be practicable:
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the GP recommend on a Statement of Fitness for Work that the employee should be seen by an Occupational Health specialist?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, please explain action to be taken:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the employee indicate that factors at work may have caused or contributed to the absence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, please explain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, what action is to be taken to support the employee?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this absence part of an overall pattern?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, please explain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the employee have any type of disability?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any further comments from the manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any further comments from the employee:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Signature:  

Date:  

Line Manager Signature:  

Date:  

March 2018