

 Cranfield Management
Development Ltd

Employee Handbook

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Introduction

Cranfield Management Development Ltd (CMDL) is a wholly owned subsidiary of Cranfield University, whose mission is to be an exclusively postgraduate university that is a global leader for education and transformational research in technology and management. CMDL partners with the University to offer industry a portfolio of customised and executive programmes primarily in management and leadership.

We recognise that clear information relating to your employment and your working life is essential for you to achieve the most from your career with us. This employee handbook is one such source of information. This handbook should be read in conjunction with your Statement of Terms of Employment and the CMDL Policies and Procedures Manual.

If there is any conflict between this handbook and your Statement of Terms of Employment, the Statement of Terms of Employment will take precedence. The Employee Handbook and associated documents may be amended from time to time and any changes incorporated into the master copy, within one month of the change.

Guiding frameworks

CMDL is a wholly owned subsidiary of Cranfield University ('the University') and as such, the CMDL Board has agreed to adopt the University Policies and Procedures, with the exception of those outlined below, which can be found in the CMDL Policy and Procedures Manual:

- Disciplinary Policy & Procedure
- Incapacity on Grounds of Health
- Raising and Resolving a Grievance
- Redundancy Policy
- Fixed Term Contracts
- Probation
- Appeals

To ensure matters are dealt with efficiently and where necessary escalated correctly, the Managing Director of CMDL should be notified when dealing with matters under Cranfield University Policies and procedures.

If you have any queries about the information included in your Statement of Terms of Employment or in this handbook, please approach your line manager or a member of the HR Department.

Policies and Procedures relating to employment can be obtained from the HR Department on request.

We would like to wish you every success in your role and career at CMDL.

Section 1 - Conditions of Service

General Data Protection Regulations

Employees are required at all times during their employment to comply with the provisions of the GDPR (2018) and with any policy or procedure introduced by CMDL to comply with the Regulations.

Further Information can be found at <https://intranet.cranfield.ac.uk/Pages/GDPR.aspx> or by contacting the University's Data Protection Officer.

Salaries

Details of your individual salary, including statutory deductions, are included in your Statement of Terms of Employment. .

Annual increments are normally awarded to staff on salary scales levels 1 to 7.

Where annual incremental points apply they will normally be awarded on the recommendation of a Senior Manager on 1 October of each year, provided that you have six months' satisfactory service within the level.

Increments may be withheld if your performance is under review, supported by appropriate evidence of under-performance, and if you have been informed of your under-performance in writing. This may be as a result of poor levels of competence, lack of effort, or misconduct, for example. In such a case, you will agree with your line manager an action plan for bringing your performance up to the required level.

An award of a salary in the high performance zone may be made on the basis of sustained excellent performance (sustained is defined as a minimum of 18 months). Normally you will have reached the top of your incremental scale, although an accelerated increment plus an award of a high performance salary may be given in exceptional circumstances.

Once an award of a high performance salary has been made, it may not be withdrawn.

Overtime

Full-time staff in the categories below are eligible for recompense for overtime worked after completion of the normal working week as follows: Either Monday to Saturday payment x 1½ Sunday payment x 2 Or with the approval and, at the discretion of the appropriate manager, time off in lieu at the same enhancement. The following staff are eligible for the above rates: Staff on salary levels 1 to 4 and nominated full-time supervisory staff on fixed hours of work on salary level 5 who are required to attend to supervise staff in receipt of an enhanced rate of pay. Overtime requires the prior approval of the line manager. Rates for part-time staff are as for full-time staff after completion of 37 hours per week.

Hours of Work

Your hours of work vary according to your individual post. Your Statement of Terms of Employment specifies the hours which apply to you.

Pension Scheme

Details of the pension scheme your post entitles you to join are included in your Statement of Terms of Employment. Further details are available from the HR Department.

Holidays and Time Off

Annual leave

Annual leave varies according to the level of your post and your entitlement is as shown your Statement of Terms of Employment. Requests for leave of three days or more will normally be made via the online system at least two weeks in advance.

All staff are expected to take their holiday entitlement throughout each calendar year and book all leave requests via the appropriate HR system.

CMDL may refuse a request for annual leave and/or require you to take annual leave at specific times. You will be given the equivalent of at least two weeks' notice of the dates of every week of annual leave that you are required to take.

The leave year runs from 1st January to 31st December each calendar year. If you join or leave CMDL during the annual leave year your holiday allowance will be calculated on a pro-rata basis on the basis of completed days of service. Should you leave the employment of CMDL during the year, payment will be made in lieu of any holiday entitlement earned to that date, and not taken (Please note, if leave requests have not been booked via the HR online system, outstanding leave may not be paid). . Any holiday pay received in excess of holiday allowance earned will be deducted from your final salary payment. Payment is calculated by dividing the annual salary by 260 days for each leave day or if your leave is calculated in hours, by dividing the annual salary by 1924 for each leave hour. Payment for Bank and Public Holidays and closure days not taken will be excluded from this calculation.

A maximum of five days of annual leave may be carried over to the following year, pro-rata if your normal working week is less than five days. The carry-over of any leave over and above five days may be granted in exceptional cases only and at the discretion of your line manager. There is no payment in lieu of leave not taken in any one year. In line with CMDL's normal practice relating to the carry-over of leave, where an employee leaves at the end of the holiday year (31 December), payment for any outstanding leave will be limited to a maximum of five days, pro-rata if the normal working week is less than 5 days.

New employees are entitled to annual leave proportionate to the number of weeks remaining in the leave year or to the end of a fixed term period.

Statutory holidays

In addition to your annual leave entitlement, as set out in the your Statement of Terms of Employment, employees of CMDL are entitled to all Bank and Public holidays each year.

You may be required to work on these days. If so, payment at double time or time off in lieu at the same enhancement will be granted.

Part-time staff

Those part-time staff whose work pattern is less than five days a week are entitled to a pro-rata amount of normal statutory holidays e.g. staff working four days per week will be entitled to 4/5ths of the normal statutory holidays.

The HR system calculates statutory holiday entitlements automatically, based on your pattern of work and makes adjustments to leave accordingly. Where the number of statutory holidays exceeds your entitlement, the system will automatically deduct any negative balance from your leave entitlement. You may, if you wish, take this as unpaid, rather than annual leave, as agreed with your manager.

If you join CMDL during the annual leave year, your entitlement will be calculated on a pro-rata basis, based on the number of statutory holidays remaining in that leave year.

Closure days

CMDL reserves the right to allocate up to six paid Cranfield University closure days over the Christmas/New Year period. These will vary from year to year depending on where Christmas Day and New Year's Day fall.

Part time staff working less than 5 days per week will be paid for those closure days that fall on days on which they normally work.

Any closure days not allocated may be added to your annual leave. These remaining days, which will be published on an annual basis, will be pro-rata for part-time staff who have an irregular work pattern or work less than 5 days a week.

Additional leave for long service

CMDL operates a scheme of additional annual leave entitlement for long service. Once you have completed three years of continuous service with CMDL, you are entitled to one additional day of annual leave and one further additional day after completing five years of continuous service. These days will be awarded on the 1st January following completion of the required service.

Other Leave

Compassionate leave

In circumstances of bereavement or serious illness in your immediate family, compassionate leave may be granted at the recommendation of your line manager taking into account the merits of the case. Your manager may consider compassionate leave in other exceptional circumstances.

Public duties

Reasonable time off for public duties may be granted at the discretion of your line manager. You will be granted a maximum of 15 days' paid leave to carry out certain approved public duties and may be granted additional unpaid leave (pro rata where applicable).

The following are approved public duties:

- Justice of the Peace
- Member of a local authority
- Member of a statutory tribunal
- Member of the managing or governing body of an educational establishment maintained by a local education authority
- Member of a Regional Health Authority or Area Health Authority.

Jury service

Paid leave will be granted for Jury Service. Evidence of attendance must be given to the University Payroll and Pensions Department.

Court witness

Unpaid leave will be granted for attendance as a court witness. A loss of earnings claim should be made to the Court.

Service in UK Reservist Forces

Additional paid leave is granted for volunteer members of UK Reservist Forces who attend summer camps. Staff with 20 days' annual leave entitlement will be allowed additional paid

leave to attend training camps for 4 out of every 5 days spent in training with an annual maximum of one week plus 3 working days, pro rata where applicable. Staff entitled to more than 20 days' annual leave will be allowed paid leave to attend training camps for 3 out of every 5 days spent in training with an annual limit of one week and one working day, pro rata where applicable. In both cases, such additional leave must be approved by the appropriate manager.

Unpaid leave

Unpaid leave may only be taken in very exceptional circumstances and only after all paid leave has been exhausted. This is at the discretion of your line manager.

Incapacity through illness

Sickness reporting procedure

On the first day of absence through sickness you are expected to contact your line manager within one hour of your start time or as soon as possible thereafter.

Wherever possible you should give some indication of how long your absence from work is likely to last. Your line manager (or nominated authorising individual) will be required to record the absence information via the appropriate system.

If you are off sick for more than one week, you should endeavour to update your line manager or HR department each week unless otherwise agreed.

In the case of absence between 4 and 7 calendar days (including Saturdays and Sundays), you must complete a Self-Certification Form on your first day of return (the form can be found on the self-service system).

If absent for 8 days, or if you expect to be ill for 8 or more consecutive days (including Saturdays and Sundays), you should obtain a Doctor's Statement of Fitness for Work ('fit note') and forward this to your line manager as soon as possible. Your line manager will forward this to the Payroll team. A Self-Certification Form may also need to be completed if the Statement of Fitness for Work does not cover the initial period of sickness (4 to 7 calendar days as outlined above).

In exceptional circumstances, if the sickness is of a particularly sensitive nature, the employee may inform their HR Manager first of the reason for the absence to enable a fuller discussion with the line manager.

Sick pay allowance

When absent through illness, you are entitled to **sick pay** as specified in your Statement of Terms of Employment. The amount is related to the number of complete years' service you have at the beginning of a period of absence.

The number of days due at full pay is reduced by the number of days of full sick pay which has already been paid to you during the twelve months immediately preceding the start of a period of sickness.

Likewise the number of days at half pay is reduced by the number of days at half pay already paid to you during the twelve months immediately preceding the start of a period of sickness.

Full sick pay is equal to your normal basic pay (i.e. based on the standard weekly hours of work) for the period of absence and includes any entitlement to Statutory Sick Pay.

CMDL is required to pay **Statutory Sick Pay (SSP)** for up to 28 weeks of sickness absence in a tax year.

Salary received on sick leave will not normally be affected by the SSP regulations as in the majority of cases CMDL sick pay will be higher than the appropriate rate of SSP. In the event of absence on sick leave with full pay, any SSP due will be included in normal salary and will be subject to tax and national insurance deductions.

Should the SSP payment be higher than the CMDL sick pay due, then the statutory payment will be made.

Whilst in receipt of CMDL half pay sick allowance, any SSP due will be paid in addition to half pay, subject to the total payments due, including SSP, not exceeding normal full pay.

Certain groups of employees are excluded from SSP. Further details are available from the HR Department or Payroll Departments. Should any employee receive an Exclusion Letter from the Department for Work and Pensions, this should be passed to the Payroll Department immediately on receipt.

After SSP has been paid for 28 weeks of sickness absence in a tax year, or where an employee is excluded from SSP, employees may be eligible for **State Sickness Benefit**. The Payroll Department is responsible for advising individual staff of the procedure for claiming State Sickness Benefit where SSP is not payable.

Any State Sickness Benefit to which an employee is entitled should be handed into the Payroll Department whilst on CMDL full sick pay allowance.

Whilst on half pay sick allowance, State Sickness Benefit received by an employee should be retained, however, it should be noted that the total benefit plus half pay should not exceed full pay. Appropriate adjustments to half pay will therefore be made should a sum equal to full pay be exceeded.

Note: To be entitled to CMDL sick pay allowance, SSP payments and/or sickness benefits, you must follow all the procedures specified above.

Termination of Employment

The period of notice that you are required to give in writing to CMDL to terminate your employment, is as indicated in your Statement of Terms of Employment.

CMDL is required to give the minimum period of notice to you as in your Statement of Terms of Employment, or such longer period as is required by the Employment Rights Act 1996. These requirements are as follows:

- for employees who have been employed for a period of two years or more but less than twelve years, CMDL is required to give not less than one week's notice for each year of continuous employment
- for employees who have been employed for twelve years or more, CMDL is required to give not less than twelve weeks' notice.

CMDL Financial Procedures

All CMDL staff must comply with the financial procedures outlined in the Financial Manual for Parallel Companies of Cranfield University. A copy of the manual can be obtained from the Board of Directors.

Retirement

You may voluntarily retire at a time of your choosing and draw any occupational pension to which you are entitled, subject to the provisions of the pension scheme in force at that time.

If you make a decision to retire, formal notice should be given in accordance with your Statement of Terms of Employment.

Section 2 – Other information relating to employment

This section outlines other relevant information relating to your employment which do not form part of employees' terms and conditions.

Health & Safety

We aim to provide a safe and healthy environment by taking effective means to manage our risks and protect people from being harmed. We provide the appropriate leadership, management and resources to enable this to happen, with everyone who works, studies and lives with us playing an essential part in securing a safe and healthy environment for all.

You have a responsibility to familiarise yourself and comply with the University's health and safety statement, policy, organisation and arrangements and other policies and standards and the relevant arrangements for specific areas, roles and/ or activities. This includes the requirements to take care of your own health and safety, to take due consideration for the health and safety of others and not interfere with or misuse facilities that are there in the interests of others.

Health and safety policies, procedures, guidance and other useful information can be found in the University's Health and Safety Handbook given in your new starter welcome pack.

Safety Committees/Representatives

CMDL adheres to the University's established health and safety processes and committees. Names of health and safety representatives are published on local noticeboards.

Any queries, suggestions or advice on health and safety matters should be brought to the attention of the appropriate health and safety representative in the first instance.

Energy and environment

CMDL recognises that concern for the environmental impact of our operations is an integral part of best practice and is committed to meeting the challenges this represents.

Ethics

CMDL has an obligation to all its stakeholders to observe and maintain the highest ethical standards. All members of staff shall seek to conduct their work in a professional manner to the benefit of all communities that the organisation seeks to serve. More specifically, they will not claim knowledge, competence or qualifications they do not possess. In their work staff will (i) avoid harm to anyone and (ii) where irreconcilable conflicts arise, will seek to resolve these with integrity. For further guidance refer to the University's Ethics Code.

Complying with Equality Legislation

CMDL is committed to advance equality, as defined by the Equality Act 2010, by:

- eliminating unlawful discrimination/harassment and victimisation
- promoting equality of opportunity between people who share a protected characteristic and those who do not share it (the protected characteristics are: age,

disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership).

- fostering good relation between people who do share a protected characteristic and those who do not.

All staff members share a part of this responsibility and are required to maintain a positive commitment to complying with equality legislation.

Confidentiality

Members of staff who have access to confidential information shall not divulge that information to any person not entitled to have access to it. This requirement shall apply even after the member of staff leaves the employment of CMDL.

Where CMDL intends to disclose confidential information to a third party for the purposes of collaborative research, etc. then the third party should be required to sign a confidentiality agreement prior to disclosure.

Further details on confidentiality are contained the Financial Manual for Parallel Companies.

Directorships, Consultancies & Remunerated Outside Work

Members of staff must declare any outside work to the Managing Director of CMDL. Requests for new Directorships, Consultancies or Outside Work, whether voluntary or remunerated, should be made to the Managing Director for consideration. Each application will be reviewed on a case by case basis and may be approved where mutually beneficial for CMDL and the member of staff.

Annual Performance & Development Review

Each member of staff will have an annual Performance & Development Review (PDR) with their line manager. The annual PDR is an opportunity for you to discuss the past year and agree targets and development for the coming year with your line manager. You and your line manager will also be regularly discussing your workload, development and progress towards targets throughout the year.

Professional Membership Fees

CMDL will refund one professional membership fee for each member of staff per annum (excluding those on a temporary contract). Such professional membership must be relevant to the duties of your post. If you belong to more than one Professional Body you will be responsible for the other payments.

Use of computer systems, software, internet and emails

All employees must comply with the University's IT Users Policy, aimed at protecting individuals and their use of computer systems with regards to the confidentiality, integrity and availability of information processed, stored and transmitted by them. CMDL has implemented safeguards against specific threats to ensure the availability and security of its IT systems. Individuals should be aware that monitoring systems are in place to log certain user activities, in accordance with the Regulation of Investigatory Powers Act 2000 and subsequent antiterrorism legislation and retains the right to access all information on centrally maintained computer systems.

Fraud

CMDL defines fraud as any actions or omissions, with an element of deception, that enable any members of CMDL to receive benefit directly or indirectly, financial or non-financial at the expense of CMDL or others involved with CMDL. All staff are advised that any incidences of fraud will be regarded very seriously and may lead to prosecution through the courts and/or disciplinary proceedings taken within CMDL's own regulations. All staff are asked to report any evidence of fraud within CMDL which may come to their notice. Reports should be made to the Board of Directors.

Identity/Security Pass

All members of staff are issued with a photo identity pass, which should be worn at all times whilst on site.

Motor Vehicles & Traffic Regulations

Any CMDL employee driving on company business must provide their driving licence to their line manager in advance for checking, have appropriate insurance for their car and adhere to the Driving at Work Policy.

It is compulsory for all vehicles parking anywhere on the University's campus to clearly display a valid parking permit, whether this be a member of staff, student, visitor, tenant or contractor. You will need to visit the University's main reception or complete the online vehicle permit form at: <https://intranet.cranfield.ac.uk/estates/Pages/VehiclePermitForm.aspx>

If during your employment you change your vehicle or your staff ID card you will need to advise the University's Security team so that they can update their records.

Should you want to park a different vehicle on campus from the one you use on a regular basis, parking permits for these vehicles can be obtained via the University's Security team in the same way as above.

A formal car parking management scheme is in force and applies to all staff. The scheme is enforced by the University's Security team.

All vehicles are to be secured when left and the vehicle pass is to be clearly visible.

Any vehicle parked outside approved and marked car parking areas will be recorded by the security staff and action taken against the driver or owner in accordance with normal procedures.

Union Membership

CMDL does not fall under any collective recognition agreements held by Cranfield University. Whilst CMDL does not formally recognise any trade unions, every employee of CMDL has the right to belong to or not belong to a trade union.

Long Service Awards

All members of the Cranfield University Group, which includes CMDL staff, are given long service awards on completion of 25 years' service.

Awards are presented annually at an informal presentation. These comprise a certificate and a gift or cash payment.

Business Expenses

Any business expenses incurred for travel and subsistence, related to work carried out on behalf of CMDL, should be approved by your line manager on the appropriate form and in accordance with the Business Expenses Policy.

Death in Service

CMDL has an insurance policy that covers employees in the event of death in service. Please contact your HR Department if you require further details.