



Staff handbook

Your guide to
working at Cranfield



Welcome to Cranfield

We are proud of our Cranfield community, and recognise the important part everyone plays in our success, both individually and as part of a team. To help you settle in and get the most out of your new role, we've put together this handbook and hope it answers any questions you might have about working at Cranfield.

About this handbook

Together with your Contract of Employment, this handbook is your guide to working at Cranfield University. It is made up of three sections. Section A sets out Conditions of Service and forms part of your contract with Cranfield University. Section B provides further employment information that does not form part of your Contract of Employment, unless expressly stated, and it outlines the high standards of conduct expected by everyone who works at Cranfield. Section C refers to the main University policies and procedures that cover your employment.

From time to time, the handbook and the policies/procedures it references are updated, and any changes will be highlighted to you via our intranet. It's important that you always refer to the most current and up-to-date policies and handbook which you'll always find on the intranet. Where there is any conflict between this handbook and your Contract of Employment, then it's your contract that takes precedence.

Corporate Plan *Ambition 2027* and our Values

We're really pleased to have you on board and hope you will find your time here rewarding. Our people are our greatest asset and no matter what your role is, you will play an important part in shaping the success of Cranfield.

Our corporate plan, *Ambition 2027 – creating impact together*, is an ambitious, five-year plan that sets our focus and aligns our shared goals. The plan aims to help us to prioritise, to look at current approaches and explore new opportunities.

Our values (Ambition, Impact, Respect and Community) help to define who we are, guide the way we behave and shape our decisions.

Further information is available on the intranet.

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Section A

Conditions of service

Salaries

Our salaries are aligned to a set of scales. Each scale has a minimum and maximum salary point, plus a high performance zone for sustained excellent performance.

Details of your salary are included in your Contract of Employment.

Salaries are paid directly into your bank or building society account on the last working day of each month.

Increments

Annual increments are normally awarded to staff on salary levels 1 to 7 and Professorial salary range 1.

Where annual incremental points apply, they will normally be awarded on the recommendation of a senior manager¹ on 1 October each year, provided that you have six months' satisfactory service within the level.

For further information on incremental progression, please refer to your Contract of Employment and our Pay Awards policy available on the intranet.

High performance zone

Where sustained excellent performance is demonstrated (sustained is defined as a minimum of 12 months), an award of a salary in the high performance zone (HPZ) may be made. 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.

Deductions

In addition to statutory deductions and those referred to in your Contract of Employment, you may choose to opt in to other benefit schemes such as childcare vouchers, fitness centre membership etc., which will be deducted from your salary.

Hours of work

Your hours of work are specified in your Contract of Employment.

Overtime

Overtime requires the prior approval of the line manager.

The following staff are eligible for the below rates:

- Staff on salary levels 1 to 4.
- 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.

Full-time staff in the categories above 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.

¹Senior manager as defined in Part A – Governance Matters – Ordinance 1 – a member of the Executive and Heads of Professional Service Units.

Rates for part-time staff are as for full-time staff after completion of 37 hours per week. For Campus Services staff there are separate overtime arrangements, details of which are available on the intranet.

Pension schemes

Details of which pension scheme your post entitles you to join are included in your Contract of Employment/offer letter. Further details on pension arrangements will be provided to you.

Leave

The University recognises the importance of balancing your work and personal life and is committed to supporting your wellbeing. For the purpose of providing you with periods of time when you can take a break from work, you are entitled to a number of annual leave days, public holidays and closure days.

Annual leave

Your annual leave entitlement is shown in your Contract of Employment. The leave year runs from 1 January to 31 December each calendar year.

Annual leave requests

All leave requests will need to be approved by your line manager via Agresso, our employee system. Requests for leave of three days or more must normally be made at least two weeks in advance. Holiday arrangements should not be booked without your leave having been approved.

Annual leave calculations

Your annual leave entitlement consists of two parts; statutory and contractual leave. Your statutory leave entitlement shall be deemed to be taken first.

If you join or leave the University during the annual leave year, your holiday entitlement will be calculated on a pro-rata basis on the basis of completed days of service in that year:

- Should you leave the employment of the University during the year, payment in lieu of any holiday entitlement accrued to that date, and not taken, will be made. Any holiday taken in excess of holiday entitlement will be deducted from your final payment.
- When someone leaves the University at the end of the holiday year (31 December), payment for any outstanding leave is limited to a maximum of five days, pro rata if the normal working week is less than five days.
- Payment is calculated by dividing the annual salary by 260 days for each leave day, or by dividing the annual salary by 1924 for each leave hour.
- No payment in lieu of statutory holiday or closure days will be made on termination of employment.

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.

Carrying over annual leave

You can automatically carry over up to five days annual leave to the following year, pro-rata if your normal working week is less than five days. In exceptional cases, you may be able to carry over more than five days annual leave, but this is at the discretion of a senior manager. There is no payment in lieu of leave not taken in any one year. The only exception to this is during the leave year in which your employment ends.

Additional leave for long service

Once you have completed three years continuous service with the University, your annual leave entitlement will increase by one day (pro-rata for part-time employees) with effect from the start of the next leave year. On completion of five years continuous service, your annual leave entitlement will increase by a further day (pro rata) from the start of the next leave year.

Statutory holidays

The following are recognised as University holidays:

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

Depending on job roles, there may be occasions that some staff are required to work on these days. If so, payment at double time or time off in lieu at the same enhancement will be granted.

If you work part-time and/or your work pattern is less than five days a week, you 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.

Agresso calculates statutory/bank holiday entitlements automatically, based on your pattern of work and makes adjustments to your leave accordingly. Where the number of statutory/bank holidays exceed your entitlement, the system automatically deducts 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 the University 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

Each year the University allocates up to six paid 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.

If you work less than five days per week or work on an irregular working pattern, you will be paid for those closure days that fall on days on which you normally work.

Any closure days not allocated may be added to your annual leave entitlement. These will be pro-rata for part-time staff who have an irregular work pattern or who work less than five days per week.

Closure days and any remaining days added to annual leave entitlement are published annually on the intranet.

Other leave

We recognise that, on occasion, you may need to take leave from work for reasons other than holiday, possibly at short notice as a result of unforeseen occurrences such as caring/family commitments or personal emergencies. In order to enable you to deal with these situations, the University makes flexible provision for employees to take the necessary time off work.

All of our policies associated with different types of leave (compassionate, leave of absence, unpaid, public duties, jury service etc.) are available on our intranet.

Service in UK reservist forces

Additional leave is granted for anyone serving as a reservist.

Reservist staff will be allowed 10 days additional paid leave per year to attend training (pro rata where applicable). This leave will need to be approved by a senior manager.

Public duties

Leave for public duties will be at the discretion of a senior manager. You will be granted a maximum of 15 working days' paid leave to carry out certain approved public duties and may be granted additional unpaid leave. This will be 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 sent to the Payroll department.

Court witness

Paid leave will not be granted for attendance as a court witness. A loss of earnings claim should be made to the Court.

Leave of absence

From time to time, members of academic staff are granted leave of absence from normal duties to spend time at other universities or institutions. This is at the discretion of a senior manager, further details are available on the intranet.

Maternity/Paternity or Partner/Adoption Schemes

Details of these schemes are available from the People and Culture department and on the University intranet.

Being absent from work

We know that things happen that can't always be planned for, including illness. If this happens, you need to let your manager know that you won't be at work as soon as you can and normally within an hour of your usual start time. If possible, you should give an indication of how long you expect to be absent from work.

Your line manager (or nominated authorising individual) will normally record the absence information on Agresso Web Services.

If your absence spans eight calendar days or you expect to be ill for eight or more consecutive days (including weekends), you will need to obtain a Doctor's Statement of Fitness for Work ('fit note') and forward this to your line manager as soon as possible.

If your absence is of a particularly sensitive nature, you may wish to inform your local People and Culture team of the reason for your absence first, to enable a fuller discussion with your line manager.

Full details of the Attendance and Absence policy and procedure is available on our intranet.

Sick pay allowance

If you are absent due to illness, you are entitled to sick pay as specified in your employment contract. The amount is related to the number of years' service an employee has at the beginning of a period of absence. The number of days at full and half pay is calculated on a rolling basis whereby previous complete periods of full or half sick pay in the last 12 months are taken into account. (Please note any continuous periods of sickness that started prior to the preceding 12 months, may be taken into account).

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

Statutory Sick Pay

Employers are required to pay Statutory Sick Pay (SSP) to their employees 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 University 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 University sick pay due, then the statutory payment will be made.

While in receipt of University 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 Payroll and Pensions department. Should any employee receive an exclusion letter from the Department for Work and Pensions, this should be passed to the Payroll and Pensions department immediately on receipt.

State sickness benefits

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 various state sickness benefits. Please speak to the Payroll and Pensions department if you need advice in respect of state sickness benefits where SSP is not payable.

To be entitled to University sick pay allowance, SSP and/or sickness benefits, it is important that you follow the procedures highlighted above.

Our financial procedures

The University's financial procedures are set out in our Financial Manual which we expect all Cranfield employees to comply with. From time-to-time, the Financial Manual may be updated. We'll let you know when any updates are made, via the intranet.

Cranfield intellectual property

Our Intellectual Property (IP) Policy governs the ownership of rights arising from research and/or materials produced by our staff and students, supports funding applications to public and private sector partners, and establishes objectively fair and equitable criteria for the exploitation of knowledge.

IP support is provided through the Research and Innovation Office (RIO).

Leaving the University

Notice period

If you are planning on leaving your role, you should submit this in writing to your line manager in line with the terms and notice period specified in your employment contract.

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.

To assist with workforce and succession planning, line managers and employees are encouraged to discuss future short and long-term plans. If you choose to retire, you should submit this in writing to your line manager in line with the terms and notice period specified in your employment contract. Please refer to our Retirement policy, available on the intranet, for further information.

Flexible retirement may be an option, subject to eligibility criteria and approval.

For more detailed information on retirement and pension options, please contact the University Payroll and Pensions team.

Section B

Further employment
information

Health and safety

Health and safety is a top priority for Cranfield and our aim is to provide a safe and healthy environment by taking effective means to manage our risks and protect our people from being harmed. We are committed to a process of continuous improvement in the management of health and safety in all areas of work and study.

We will 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 will be provided with a copy of our Health and Safety Handbook on or around your first day and it is important that you take time to read it. All of our health and safety policies, procedures and information is available on the intranet. In your first few weeks at Cranfield, you will be required to complete online training on the topics of health, safety and the environment. Depending on your role, there may be additional training that you will be asked to undertake.

Data protection

During your time at the University, you are required at all times to comply with the provisions of Data Protection legislation and with any related policy or procedure introduced by the University, as in force from time to time. Data Protection legislation includes the Data Protection Act 2018, the General Data Protection Regulation 2018 and related UK legislation, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any related guidance or codes of practice issued by the Information Commissioner, all as amended, reenacted or updated.

The University is committed to the principles underlying the Data Protection legislation and protecting the rights of individuals with respect to the processing of their personal data.

Further guidance can be obtained from the University Data Protection Officer, the Governance Officer or Data Protection Co-ordinator for your Faculty/PSU and on the Information Commissioner's website.

All University policies, procedures, regulations and codes of practice, including those relating to data protection, are accessible via the University Intranet.

Your personal data

Please refer to our Staff [Privacy Policy](#) for further information on the handling of personal data.

In the interests of maintaining accurate records, please ensure you update your Agresso record as soon as possible with any changes to information previously supplied, e.g. title, name, address, telephone/mobile numbers, email address, qualifications and emergency contacts.

Professional conduct

All staff members are expected to uphold the following six key principles, as set out in the University's Ethics Code:

- responsibility and accountability,
- integrity,
- intellectual freedom,
- respect and equality of opportunity,
- collegiality,
- sustainability.

Research integrity and ethics

The University has adopted Universities UK's '[The Concordat to Support Research Integrity](#)', and upholds its principles. Cranfield's [Research Integrity Policy](#), which directly references the Concordat, is also supported by a guide to implementing and monitoring the policy. These documents are important in outlining the University's expectations of staff to take responsibility for developing and maintaining a culture in which sound research practices are adopted. The University also has a [Research Ethics Policy](#). Ethical behaviour in research is a paramount value of the University. The [Cranfield University Research Ethics Committee \(CUREC\)](#), on behalf of the University, represents the interests of participants and other stakeholders who take part in, or are otherwise affected by, research conducted by staff or students of the University, and in particular ensures that research ethics are maintained and enhanced.

All staff and students conducting research must apply for ethical approval via the [Cranfield University Research Ethics System \(CURES\)](#).

Personal development

We are committed to recruiting, developing and retaining skilled, experienced and high-performing staff.

As part of the Cranfield community, there are a variety of learning and development opportunities available to you. There are also a number of online modules that you will be asked to complete in your first few weeks. These include health and safety, General Data Protection Regulation and information security. You will receive email notifications when you need to complete any mandatory refresher training.

Performance and Development Review

A Performance and Development Review (P&DR) takes place annually and is an opportunity for you to discuss your past year and agree targets and personal development for the coming year with your line manager. Regular reviews will take place during the year. In individual cases, senior managers may recommend promotions or recognition awards in accordance with certain criteria. As part of the P&DR process, you and your manager may agree any of the following:

- **Further studies scheme**
You are encouraged to obtain technical or professional qualifications where these are identified as a development need through the P&DR scheme.
- **Studying for a Cranfield research degree**
Academic and professional services colleagues (Level 5 and above), with the support of their senior manager, may register as a staff candidate to pursue a specified programme of supervised research leading to the degree of PhD or MPhil.
- **Academic and researcher development**
Specific development sessions are offered to colleagues in academic and research roles. This includes the University's Postgraduate Certificate in Academic Practice. Successful completion leads to professional recognition by the Higher Education Academy, a national body for enhancing learning and teaching in higher education.
- **Apprenticeships/Masterships**
Where appropriate, staff development needs may also be supported via use of the Apprenticeship Levy, subject to eligibility. Cranfield Masterships are also available through the Apprenticeship Scheme.

Professional membership fees

You are able to claim back the cost of one professional membership per year, relevant to your role. If you belong to more than one professional body, additional costs will need to be paid by you.

Staff benefits and wellbeing

We are committed to providing a working environment for our staff which minimises risk to health and promotes positive wellbeing. We see mental health and wellbeing as important as physical health. The University aims to support and provide individuals and their managers with the understanding and skills to support their needs.

We have a range of internal and external support services, plus advice and tips to help you look after your mental health and wellbeing, to include:

- Mental Health First Aiders,
- access to our Employee Assistance Scheme – PAM Assist, designed to offer advice and support on a number of issues that can affect you in day-to-day life,
- various wellbeing activities, events and workshops,
- Occupational Health support,
- financial wellbeing activities.

The University also offers a variety of additional staff benefits. These include:

- staff benefits portal offering lifestyle savings at various retailers, restaurants and attractions as well as the Cycle to Work scheme,
- health and fitness initiatives.

Full details are available on the [intranet](#).

Union membership

You have the right to belong to a trade union, if you choose to. The unions recognised by the University are:

- UCU (University and College Union)
- UNISON
- UNITE

Identity/security pass

You will be issued with a photo identity pass which should be worn while on the premises.

Use of computer systems, software, internet and email

Information Services (IS) provide a wide range of services which include email, managed desktops, information technology (IT) training, business applications, IT Help Desk and much more. In accepting a contract of employment with Cranfield, you are agreeing to abide by the policies, regulations and guidelines for the use of IT in the University.

Equity, diversity and inclusion

We value diversity and recognise that people from different backgrounds can bring fresh ideas and perspectives, creating a rich working, learning and teaching environment. For us, diversity goes beyond simply that which is expected by law. It enables us to attract and retain talented people from all walks of life and help achieve our strategic objectives.

Through our diversity initiatives, we aim to create and maintain a culture in which everyone can work and study together harmoniously with dignity and respect and realise their full potential.

The University has a general duty, as a public authority as defined by the Equality Act 2010, to advance equality.

The Act requires the University to have 'due regard' to these aims throughout its functions and across all protected characteristics. All staff members share a part of this responsibility and are required to maintain a positive duty in complying with equality legislation.

Business expenses policy

Claims for expenses and advances must be made in accordance with the Business Expenses Policy which is available on the intranet.

If you incur expenses in the course of your work, the relevant form should be completed and the claim approved by an authorised signatory before forwarding to Finance for payment.

The issue of credit cards is limited to specific members of staff as outlined in the Corporate Card Policy available on the intranet.

Using your own vehicle for University business

If you use a personal vehicle for University business, you must ensure that you have the appropriate insurance in place. This is a contractual requirement. You should also complete the relevant 'Driving at Work' online module.

If you experience any changes that affect your ability to drive on University business, for example health-related changes, you will need to make your line manager aware.

Parking

Parking on both the Cranfield campus and on the Defence Academy site, Shrivenham, is free, subject to you registering your vehicle and complying with the relevant parking regulations for that site. Further information about registering your vehicle with the University and the parking regulations in place on both sites will be shared with you and is also available on the intranet.

Commitment to sustainability

We are committed to becoming a sustainable university, building on our teaching, research and operational excellence. We aim to achieve this by managing the environmental risks and impacts associated with our work. We have set ourselves some challenging objectives in support of our Environmental Policy.

Commitment to flexible working

The University is committed to a variety of working arrangements which give employees more flexibility to maintain a better work-life balance, and in doing so, improve their wellbeing. Further information is available on the intranet.

Working arrangements

Where a role allows, Cranfield's Working Arrangements Framework provides an opportunity to work in a hybrid way dividing time between remote working and working on our sites. Further information is available on the intranet.

Keeping you informed

To do your job effectively, you need to know what's going on across your team, Faculty/Professional Service and the University.

To complement team meetings and other communications from within your area, there is also an intranet and eBulletin which help to keep you informed.

Our intranet

The [Cranfield intranet](#) is where you will find daily announcements, event details, our people finder, policies and procedures, development opportunities, staff benefits and a range of information and tools to support you in your work.

eBulletin

Our staff eBulletin will land in your inbox every month, helping to keep you informed about what's happening across the University.

There's no need to sign up to receive it; it will automatically be sent to your Cranfield email address.







Other communications

Sometimes important communications are sent to you by email either from your Faculty or Professional Service or from 'Cranfield communication' – look out for these in your inbox.

Many teams meet on a regular basis, so when you arrive, and throughout your employment at Cranfield, make sure any dates are added to your diary.

Cranfield on social

You can also keep up to date with life at Cranfield by following the University's social media channels:

-  @cranfielduni
-  @cranfielduni
-  /cranfielduni
-  Cranfield University
-  CranfieldUni
-  cranfielduni

Section C

University policies
and procedures

Introduction

University Ordinances, policies, procedures, regulations and codes of practice are available via the intranet. Our policies are reviewed regularly and should any key changes be made, we will make you aware as appropriate.

The following staff procedures are set out in the University Ordinances and include:

- staff posts and conditions of appointment,
- disciplinary (conduct and capability),
- redundancy,
- incapacity on grounds of ill health,
- review and non-confirmation of probationary appointments,
- non-renewal of fixed term contracts,
- removal from a non-substantive post,
- dismissal on other substantial grounds,
- resolution of grievances,
- appeals against dismissal.

In addition to the Ordinances, other staff-related policies, procedures and codes of practice include:

- Code of Practice on Valuing Diversity,
- Dignity at Cranfield policy,
- Mental Health and Wellbeing Strategy,
- Professional Conduct,
- Financial Manual and other financial policies and procedures,
- Data Protection policy,
- Attendance and Absence policy and procedure,
- Flexible Working and Family Friendly policies and procedures,
- Prevent and Safeguarding,
- Reward Strategy.

The above list of policies and procedures is not exhaustive.





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