



**QUEEN'S
UNIVERSITY
BELFAST**

SCHOOL OF
MATHEMATICS
AND PHYSICS

Staff Handbook 2022/23



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IOP Institute of Physics
Juno Champion

**Institute of
mathematics**
& its applications

I.M3 Institute of Materials,
Minerals & Mining

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WELCOME TO THE SCHOOL

A warm welcome to your post in the School of Mathematics and Physics!

As you join this large School it will take time to settle in, discover your way around our estate and find out what you need to know. In all cases your line manager or other experienced staff should help you with any immediate questions you may have. Other key staff contacts are ready to help and welcome new colleagues.

Our ongoing success depends on the outstanding performance of all our staff and, as with our students, it is important that staff feel proud to work at Queen's and are engaged with its goals and plans. We have [five core values](#) that have been developed by staff and students. They express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an international organisation.

Over the next few days you will go through an induction process within your unit which will involve learning about your unit, your particular duties and responsibilities and getting to know colleagues. You will be invited to a University induction event which will welcome you to Queen's and provide a broad overview of the University.

This handbook is designed to both compliment and ease you into your new surroundings and forms part of your overall induction programme. You may find it helpful to access the Welcome and Orientation: Online Induction for New Staff [here](#). This provides the following information:

- An introduction to the University
- Welcome events
- Key Information
- Checklists

Within this Welcome Handbook you will find information about:

- The School, its structure and key areas.
- Key School staff – who they are and what they do.
- Signposting to key Directorate policies and other background information.
- Useful contacts.
- Personal checklist as you work your way through the first few weeks in post. **(Appendix 1)**

Please also refer to the School [Good Communications Policy](#).

In addition to this handbook we would ask you to refer to the [QUB Human Resources Website](#). This has been developed as an accessible resource that should help you find information on your employment in the University and the facilities and services that are available to staff and students. Unless the context otherwise requires, the terms School/Research Centre and Queen's University Belfast/QUB are all used interchangeably throughout this document and reference to one, includes reference to all.

Suggestions on any additional information that should be included in this handbook would be welcomed and should be emailed to the School Manager mpmanager@qub.ac.uk

QUB Website

In addition to the operational policies covered in the School Handbook please refer to the Queen's University [Staff Gateway](#) Website this has been developed as an accessible resource that should Help you find information on your employment in the University and the facilities and services that are available to staff members.

1. SCHOOL STRUCTURE AND KEY STAFF

As a School, we operate with 133 staff: 65 academics, 41 research fellows and 27 support staff.¹
The School is located in 3 key buildings: Main Physics, Old Physics and the Teaching Centre.

School Main Office

Main Physics Building, Room OG.017

School Teaching Centre

Facilities include lecture and group-study rooms, a student social area, computer facilities and a state-of-the-art Physics laboratory.

Old Physics Building

An outline of our School staffing structure and helpful information on points of contact for operational areas can be found [here](#) (Entitled School Structure).
An outline of our School committee structure and membership can be found [here](#).

| KEY STAFF | | |
|---|---|--|
| Head of School | Professor Mauro Paternostro | hos.mp@qub.ac.uk |
| Deputy Heads of School | Dr Solveig Felton (Education) Professor David Jess (Research & Operations) | s.felton@qub.ac.uk d.jess@qub.ac.uk |
| School Manager | Mrs Teresa Cotton | mpmanager@qub.ac.uk |
| Operations Coordinator and PA | Mrs Jennifer McKee | j.mckee@qub.ac.uk |
| Director of Undergraduate Education | Dr Jason Greenwood | j.greenwood@qub.ac.uk |
| Associate Director of Education (Physics) | Dr Stuart Sim | s.sim@qub.ac.uk |
| Associate Director of Education (Mathematics) | Dr Thomas Huettemann | t.huettemann@qub.ac.uk |

¹ As at November 2022

| | | |
|---|---------------------------------|--|
| | | |
| Director of PGT | Dr Solveig Felton | s.felton@qub.ac.uk |
| Education Administrator | Ms Jennie Finlay | jennie.finlay@qub.ac.uk |
| Research and PGR Administrator | Mrs Naoimh Mackel | n.mackel@qub.ac.uk |
| Director of PGR | Professor David Jess | d.jess@qub.ac.uk |
| Co-Chair, Recruitment, Outreach, Marketing and Internationalisation Committee | Dr Andrew Brown | andrew.brown@qub.ac.uk |
| Director of EPSRC Centre for Doctoral Training in Photonic Integration & Advance Data Storage | Professor Robert Bowman | piads.cdt@qub.ac.uk |
| CDT Operations Manager EPSRC Centre for Doctoral Training in Photonic Integration & Advance Data Storage | Ms Lynda Mahon | l.davison@qub.ac.uk piads.cdt@qub.ac.uk |
| Director of Internationalisation and Co-Chair, Recruitment, Outreach, Marketing and Internationalisation Committee | Professor Gianluca Sarri | g.sarri@qub.ac.uk |
| School Gender Equality Champions | Dr Dan Dundas Dr Meg Schwamb | d.dundas@qub.ac.uk m.schwamb@qub.ac.uk |

The School has an active student portfolio of 924 students; 665 undergraduate, 167 postgraduate research and 92 postgraduate taught.²

The School of Mathematics and Physics comprises 2 teaching divisions Mathematics and Physics & Astronomy, and 4 Research Centres. There is a considerable crossover between these areas and the ethos of the School is one of excellence in research informing excellence in teaching.

| Research | | |
|---|--------------------------------|--|
| Director of Research | Professor Marty Gregg | m.gregg@qub.ac.uk |
| Head of Centre, Astrophysics Research Centre | Professor Mihalis Mathioudakis | m.mathioudakis@qub.ac.uk |
| Head of Centre, Centre for Quantum Materials and Technology | Interim: Dr Amit Kumar | a.kumar@qub.ac.uk |

² As at November 2022

| | | |
|--|-----------------------------------|--|
| Head of Centre, Centre for Light-Matter Interaction | Interim: Professor Marco Borghesi | m.borghesi@qub.ac.uk |
| Head of Centre, Mathematical Sciences Research Centre | Dr David Barnes | d.barnes@qub.ac.uk |

School Education Team (Email: mpts@qub.ac.uk and mp.pgt@qub.ac.uk)

Main Physics Building OG.030

| | | |
|---|---------------------|--|
| Education Administrator, Room OG.020 | Ms Jennie Finlay | jennie.finlay@qub.ac.uk |
| PGT Support | Ms Tara Spencer | t.spencer@qub.ac.uk mp.pgt@qub.ac.uk |
| UG Maths (Applied) Support | Ms Emma McCarthy | e.mccarthy@qub.ac.uk |
| UG Maths (PURE & SOR) Support | Ms Wendy Rutherford | w.rutherford@qub.ac.uk |
| UG Physics Support | Ms Emma Finnegan | e.finnegan@qub.ac.uk |

School Research and PGR Support Team (Email mp.research@qub.ac.uk)

Main Physics Building

| | | |
|--|---------------------------------|--|
| Research and PGR Administrator, Room OG.025 | Mrs Naoimh Mackel | n.mackel@qub.ac.uk |
| PGR Clerical Officer, Room OG.037 | Mrs Dayreen Santander de Barden | d.santanderdearden@qub.ac.uk mp.research@qub.ac.uk |

School Operations Team

Main Physics Building, Room OG.017

| | | |
|--|-----------------------|--|
| PA & School Office Coordinator, Room OG.021 | Mrs Jennifer McKee | j.mckee@qub.ac.uk |
| School Office Operational Support | Ms Caroline Copes | mp@qub.ac.uk |
| School Office Operational Support | Ms Jen McCready (p/t) | j.mccready@qub.ac.uk mp@qub.ac.uk |

School Operations Team - Finance

Main Physics Building

| | | |
|---|------------------|--|
| Finance Officer & School Office Coordinator, Room OG.028 | Mrs Jillian Dean | j.dean@qub.ac.uk |
| Clerical Officer, Room OG.028 | Mr Gary Hall | g.hall@qub.ac.uk |

CDT PIADS

| | | |
|--------------------------------------|-----------------|--|
| CDT Operations Manager | Ms Lynda Mahon | l.davison@qub.ac.uk piads.cdt@qub.ac.uk |
| PGR CDT Support, Room, OG.037 | Miss Vicky Weir | v.weir@qub.ac.uk piads.cdt@qub.ac.uk |

Smart Nano NI

| | | |
|---------------------------------------|------------------|--|
| Programme Manager, Room OG.023 | Dr Jason Wiggins | j.wiggins@qub.ac.uk |
|---------------------------------------|------------------|--|

School Computer Support Team (Email mp.support@qub.ac.uk)

| | | |
|---|--|--|
| Main Physics Building, Room 2.025 | Dr Robert Ryans | r.ryans@qub.ac.uk |
| Main Physics Building, Room 2.025 | Dr Malachy Montgomery | m.j.montgomery@qub.ac.uk |
| Old Physics Building, OG.021 | Dr Ian Stewart | i.stewart@qub.ac.uk |
| Main Physics, Room OG.004 | Mrs Angela Torode | a.torode@qub.ac.uk |
| Data Analytics Data Engineer | | |
| Old Physics Building, LG.014 | To be confirmed | TBC |
| School Technical Support Team (Email mp.techs@qub.ac.uk) | | |
| Main Physics, Room LG.028 | Mr Philip Orr | p.orr@qub.ac.uk |
| Maths and Physics Teaching Centre, Room 01.016 | Mr Victor Lindsay | v.lindsay@qub.ac.uk |
| Main Physics, Room OG.039 | Mr Brian McLaughlin - Chemicals COSHH, Health and Safety Coordinator | b.o.mclaughlin@qub.ac.uk mp.safety@qub.ac.uk |
| Main Physics, Room LG.011 | Mr Warren McConnaughie | w.mcconnaughie@qub.ac.uk |
| Main Physics, Room LG.011 | Mr Martin McCullough | martin.mccullough@qub.ac.uk |
| Maths and Physics Teaching Centre, Room 02.013 | Ms Jackie Patrick | j.patrick@qub.ac.uk |

A full list of School staff contact details can be located [here](#) on the School SharePoint site.

2. INFORMATION RELATING TO YOU

PREPARATION – THE FIRST DAY

You and your line manager will have received a School Staff Starter Pack via email from the School Manager. This helpful document outlines Induction Process and timeline. You can view the pack [here on SharePoint](#).

New staff are required to report to their Line Manager (or nominee).

You are also required to contact Personnel, level 4 Administration Building, to arrange issue of your personal staff card. Once the card has been issued, please inform the General Office, who will arrange online building access. **Please note staff are required to complete School Health and Safety Awareness Training and fully familiarise themselves with the Health and Safety Policies / Handbook [here](#) before access can be granted to any School laboratories.**

Please note that building access activation takes 24 hours.

The university has welcome events for new staff; therefore, staff will need to arrange attendance at a Welcome and Orientation meeting. Full guidance is available from the QUB People and Culture website [here](#).

Staff are also recommended to familiarise themselves with the University's online Staff Gateway [page](#). This provides useful links and information for all staff.

The [People and Culture HR Hub](#) is also a good resource for general queries such as pay etc.

THE FIRST WEEK

The Line Manager (or nominee) is responsible for introducing new staff to their work colleagues. During the first week the Line Manager (or nominee) will meet with you to explain specific information regarding their appointment and to communicate immediate duties, priorities, expectations and goals / objectives. The Line Manager (or nominee) will also outline an induction plan covering the first month of employment.

SALARY

Salaries are paid monthly in arrears into a bank account nominated by the member of staff.

You can view your online payslip [here](#). QUB operates a monthly electronic payslip system via [iTrent Self-Service](#). Please also refer to the [iTrent Self Service User Guide](#).

PURE PROFILE (Academic / Research Staff)

The University Research Information System records your research outputs, activities, impact, datasets, press media contributions and staff web pages.

All academic and research staff are will be requested to ensure their profile is up to date on the Pure system. This can be accessed here: <https://pure.qub.ac.uk/admin/login.xhtml>.

Support for the Pure system is handled via the Pure Helpdesk which can be contacted here: puresupport@qub.ac.uk.

Please login to your QOL to access 'My Research' where you will find information on PURE and the Academic CV.

QUEEN'S UNIVERSITY BELFAST

Welcome to Queen's University Belfast - My Research

Please find information and links to key university research systems

- Contract Research Form**
Please log into QUB Office 365 and complete the online form if you are looking to log an instruction for the Contracts Team. Please provide as much detail as possible as this will expedite the contracts review process.
- Research Application System**
Register your research application to ensure that you adhere to University due process and notify the correct teams to receive an accurate costing.
- Pure**
The University Current Research Information System records of your research outputs, activities, impact, datasets, press media contributions and staff web pages.
- Academic CV**
Review and update your Academic CV.
 - The Academic CV is used for Confirmation in Post and Professorial Review. Data on the Academic CV is sourced from iTrent, Pure, The Research Grants Database and QSIS.
 - The Academic CV can also contain textural commentaries which can be added via the CV itself or via [CV Commentaries](#).
- Standard Operating Procedures**
University approved operating procedures managed by Research Governance.

Staff PURE profiles can be viewed on the Research Portal [here](#).

Helpful Links At a Glance



MANDATORY COURSES

The Line Manager (or nominee) is responsible for introducing new staff to their work colleagues. During your first week the Line Manager (or nominee) will also explain specific information regarding your appointment and outline the mandatory courses to complete on [QOL](#).

It is essential that you take the time in your first week to ensure completion of the mandatory courses and confirm this with your line manager.

Staff should routinely check their QOL homepage and monitor the flags under 'Courses and Requirements' as a few courses are annual.

Regarding non-compliance of the mandatory courses, the School operates a strict policy to withdraw all purchasing, travel booking privileges and permissions until completion.



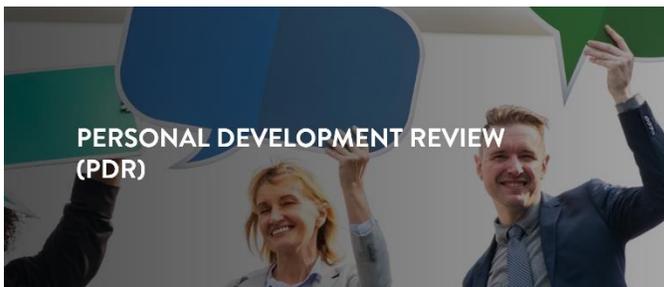
These include:

1. [Annual Fire Safety](#)
2. [Anti-fraud Awareness](#)
3. [Health and Safety Essentials](#)
4. [Health and Safety for Computer Users](#)
5. [Register of Interests](#)
6. [Think Difference. Act Differently \(staff\)](#)



The University audits the completion rates of the mandatory courses and they form part of the School's KPIs. We do ask that you please take the time to complete the courses and check annually for any reviews.

PERSONAL DEVELOPMENT REVIEW (PDR)



PDR provides the framework for an ongoing conversation between Reviewer and Reviewee to review progress against previously agreed Priorities; discuss future plans and career aspirations; co-create future Priorities and Development Goals; and plan relevant and appropriate support.

The key to a successful PDR is the meaningful, ongoing conversations between Reviewer and Reviewee throughout the Review Period that leads to quality outcomes for the Reviewee, for example, improved effectiveness within current role and achievement of their development goals.

PDR enables Reviewees, with the appropriate support of their Reviewer, to take ownership for and drive forward their own career and development plans, and in turn, and understand how they are personally contributing to the success of our University.

The PDR year runs from 1 August to 31 July and, the review is carried out for all staff normally during August – October.

Further helpful information on the PDR process can be viewed [here](#) on the People and Culture website or by clicking on the links below:

Forms: [Academic PDR Form](#) [Research and Professional Services PDR Form](#)

[PDR: Frequently Asked Questions](#)

[Support Available for Staff](#)

[Academic Progression](#)

PROBATION

Probation is designed to provide new staff with a period of development and support to enable them to gain experience, with advice and guidance from managers, to be successful in their new role.

Regular review of performance and progress towards stated objectives is carried out and recorded. Continue to hold **regular** review meetings with staff on 6 month probation to discuss progress with reference to timescales and objectives that have been set.

[PLANNING FOR PERFORMANCE PROBATION](#)

[Probation for Academic Staff](#)

[Academic Progression Process](#) and [FAQs](#)

[Probation for Professional Services and Research Staff](#)

TRAINING AND DEVELOPMENT

The University offers a range of courses to enhance your development and learning. We recommend that you use this resource to engage within a range of personal and professional development activities. You can view the range of courses [here](#). Courses can be booked on line via [iTrent Self-Service](#).

As a School, our approach is to help foster and create excellent development and progression opportunities so that our staff can take ownership of their own career and personal development.

We have a planned approach to training and development as we are committed to investing in our people. Through the staff appraisal system, training and development activities will be agreed between yourself and your manager. If you feel there is any training or development activity that could benefit you in your role, you should inform your line manager.

STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The statement of terms and conditions should be read in conjunction with your appointment letter. Other information with respect to your terms and conditions of employment is included in detailed policies and procedures available from People and Culture or via the web page: <https://www.qub.ac.uk/directorates/HumanResources/pay-reward-and-benefits/>

3. LEAVE AND HOLIDAY / OTHER ENTITLEMENTS

A full overview is available [here](#) on the People and Culture website.

The annual leave year runs for 12 months from 1 January. Holiday entitlement is normally 23 days and applies to all staff. You also benefit from University closure days as well as public holidays. These holidays are based on standard days (7.4 hours) and where staff have other working arrangements, e.g. shifts which require  working longer periods, the equivalent amount of leave will be available.

For full-time staff, **annual leave entitlement (23 days)** bank and public holidays (9 days) and closure days (10 days). Part-time staff should therefore receive pro-rata public holiday/closure day leave entitlement calculated on the basis of the proportion of a full-time contract worked, rather than on the days normally worked.

[Holidays and Key Dates Calendar](#)

- 23 days annual leave
- 9 University recognised/public holidays which normally are (where these fall within a period of employment): New Year's Day; St Patrick's Day; Good Friday; Easter Monday; 1st Monday in May; 12 and 13 July; Christmas Day; Boxing Day
- 10 closure days (based on 5 days at Easter and 5 days at Christmas arrangements)

Accrual of Leave during periods of absence – please see QUB details [here](#).

Academic staff do not have specified paid leave entitlements.

(Please refer to 2.4: [Accrual & Carry Over of Holidays and Other Leave Procedure](#).)

Please contact your line manager in the first instance if you are unclear about your annual leave calculation. All leave is by arrangement with your Line Manager. It is the line manager's responsibility to monitor and implement appropriate recording procedures for the use of annual leave.

A member of staff who commences appointment after the start of the leave year, or who leaves before the end of a leave year is entitled to receive the equivalent proportion of the full annual leave entitlement (of 23 days) and this will be rounded to the nearest half day (see worked examples below).

*In exceptional circumstances you can seek approval with your line manager to carry over 5 days into the next leave year.

[Annual-Leave Calculator](#)
[Annual Leave including examples](#)

HOURS OF WORK

For those staff at Grades 1-5, the normal working week will be 37 hours per week except for those staff where separate arrangements are agreed to facilitate efficient working practices which may include 7 day working arrangements. 

Staff at Grades 6/AC1 and above will work the hours required to complete the role.

Specific working arrangements are as determined by your manager to meet the operational requirements of the department. Any variation will be made after appropriate consultation.

REQUEST FOR ANNUAL LEAVE

Holidays must be scheduled in advance with your line manager by completing your Annual Leave Card (Support staff) or [Academic Planned Absence System \(APA\)](#) (Academic staff).

All staff are asked to familiarise themselves with the **SCHOOL PRESENCE AND ABSENCE – A BRIEF GUIDE [here on SharePoint](#).**

All staff must adhere to the following:

- Request leave approval from the line manager.
- Duly inform the School Monitoring Officer with leave so that the leave may be recorded.

School Support Staff are issued with an Annual Leave Card.

Academic Staff submit an absence request **via the Academic Planned Absence System (APA):** Workflow [here](#).

Further information can be viewed on [MS Teams here](#) or within the Handbook [SharePoint library here](#).

Research Staff should use the Annual Leave Template on SharePoint [here](#).

SICKNESS

It is the responsibility of the employee to ensure that the line manager is informed of their sickness, and to ensure they provide a contact number in the event that the line manager needs to get in touch. The line manager will notify the Director of Education (if appropriate) and the Monitoring Officer of the absence.

Further information on the sickness process, FAQs and forms can be obtained [here](#).

The line manager (or nominee) will complete the Sickness Absence Form (Part 1) detailed in [Annex 1 here](#) and forward to the School Secretary (Monitoring Officer). Part 2 of the form will be completed by the line manager and employee when the staff member returns. The completed form is then forwarded to the School Secretary (Monitoring Officer).

Sickness absence is monitored against defined thresholds (see Sickness Absence Procedure). Note that all sickness absence of half a day upwards to seven calendar days must be self-certified. (Longer periods must be certified by your doctor.) If it is not, the policy is to withhold salary.

N.B. All medical certificates should be submitted to the School Absence Monitoring Officer (j.mckee@qub.ac.uk)



LEAVE TOOLKIT

We understand that managing work-life balance is essential for your wellbeing. As well as a generous annual leave allowance and flexible approach, the University support you if you need to take time off for public duties, caring responsibilities or personal problems.

A toolkit provides advice and guidance on all forms of annual, family and other leave as well as **FAQs and links to supporting information**. The resource can be accessed [here](#). **Flexible Working FAQs** [here](#).

DEPENDANT LEAVE

This provides staff with an immediate, short-term (usually one or two days) time off to deal with unforeseen emergencies relating to dependants. This includes bereavement (for which special rules apply). There is an application form for dependant leave which must be completed as soon as is reasonably practicable. Staff are asked to inform the line manager (or nominee) as soon as possible that they are requesting dependant leave. Full policy and application form can be viewed [here](#).

We would ask you to ensure that the following key School staff are informed before submission of your form to the HR Hub:

Line Manager, Head of School (hos.mp@qub.ac.uk) and School Absence Monitoring Officer (j.mckee@qub.ac.uk).

OTHER FAMILY LEAVE

The University provides a range of policies and services to support parents/carers. These allow for flexibility and time off when you need it most and provide financial support through enhanced rates of pay for leave and saving schemes to help with the cost of childcare. Full information, resources and FAQs are available [here](#).

In regard to applying for leave such as **maternity or paternity**, we would ask you to ensure that the following key School staff are copied into submission of your form to the HR Hub:

Line Manager, Head of School (hos.mp@qub.ac.uk), School Absence Monitoring Officer (j.mckee@qub.ac.uk) and School Manager (mpmanager@qub.ac.uk).

Paternity Leave: Any change of date to the commencement of paternity leave must be recorded on a Paternity Leave Form and given at least 28 days in advance (unless this is not reasonably practicable to do so). Please forward to the following key School staff:

Line Manager, Head of School (hos.mp@qub.ac.uk), School Absence Monitoring Officer (j.mckee@qub.ac.uk) and School Manager (mpmanager@qub.ac.uk)

And importantly, when you are scheduled to take your 'family leave', please confirm with:

1. Line Manager
2. School Absence Monitoring Officer (j.mckee@qub.ac.uk)

Maternity Leave and **Adoption Leave**: Please do discuss with your Line Manager at your earliest convenience. Information, forms, resources and the policy are available [here](#).
Line Managers can liaise with the School Manager for further guidance on the process.

PARENTS AND CARING

The University provides a range of policies and services to support parents and carers, including:

- Flexibility and time off when you need it most
- Support from colleagues through our staff network groups
- Financial support through saving schemes to help with the cost of childcare.

Full information can be obtained [here](#) for:

- Support for families
- Childcare services
- Carers' Network



In regard to any gender equality matters, you can contact our [School Gender Equality Committee, Self-Assessment Team](#): Dr Dan Dundas, Co-Chair and Athena SWAN Champion or Dr Meg Schwamb Co-Chair and IoP Juno Champion



And remember, if you need further information or support, you can always contact the School Manager or the HR HUB!



ABSENCES CAUSED BY DISRUPTION TO TRANSPORT OR DUE TO ADVERSE WEATHER CONDITIONS

From time to time there may be occasions when staff are unable to undertake their work due to circumstances beyond their control particularly in relation to situations where severe or adverse weather conditions hamper travel or where major disruption is caused to transport facilities by weather conditions or other reasons. Where staff are unable to undertake their work because of disruption to transport or due to adverse weather conditions the following will apply:

Absence – Staff will be expected to take annual leave to cover the period of absence. In circumstances where a member of staff has used all of their leave entitlement then the balance may be taken from leave entitlement for the following year or agreement can be made to take the period as unpaid leave.

The position of the School is that in such cases, flexible working (e.g. from home or while travelling) may apply.

STAFF ON BUSINESS

Where staff are on University business and are unable to return to work the period of absence shall be treated as paid leave. Staff should also be provided with access to advice issued by the Finance Directorate regarding insurance arrangements and reclaiming additional costs incurred.

The position of the School is that in such cases, on business trips, the onus is on staff to return to the University as promptly as possible.

BUSINESS EXPENSES

Staff Expenses claims should be submitted online, through **Qfis Web**. A mobile app is also available to allow staff to record details of expenses and to photograph and store copies of receipts from anywhere in the world. (Note that expenses recorded in the mobile app must be imported to Qfis Web for final submission - see 'Guidance for Claimants' section below for more information.)

For guidance on accessing Qfis Web and the mobile app, click on the relevant link below.

[Qfis Access](#) | [Mobile App Access](#)

Please see the [Access FAQs](#) if you have any other queries.

[Staff Expenses](#)  [Staff Expenses Policy and Subsistence Procedures](#)

GUIDANCE ON USING THE EXPENSES MOBILE APP

Queens's staff have the option to use the Unit4 Expenses mobile app to take and store photographs of receipts and supporting documentation, and to record details of expenses. However, please note that users are required to log on to Qfis Web to complete and submit their claims for approval.

[How - To Guides](#) | [Videos](#) | [FAQs](#)

Some tips on photographing receipts using the mobile app can be found [here](#).

PURCHASING AND ORDERING GOODS

Anyone committing University funds for the supply of goods and services must adhere to the University's purchasing policy. This policy applies to both internal University funds and those awarded by external sources e.g. by research bodies.

The direct contact between the University and outside agencies selling goods or services is an area which is particularly vulnerable to fraud, hence, it is critical that the University and all members of staff are protected by the use of strict and formal procedures for obtaining quotations, authorising purchasing expenditure, recording the receipt and acceptance of goods and services and clearing invoices for payment.

Further details can be found on the QUB Website, [Finance Directorate Section](#).

Should you need assistance with purchase ordering please contact the **School Finance Office**.

TRAVEL POLICY AND PROCEDURE

All travel which is charged to a University project regardless of the source of funds (i.e. research, general or otherwise), must be booked through the appointed agent in line with University regulations. Selective Travel Management (STM) are our contracted travel provider (qub@selective-travel.co.uk).

All bookings for air* and sea travel, hotel accommodation and car hire outside the UK should be made with the appointed Travel Management Company (TMC) - currently Selective Travel Management.

Flights with the following low cost airlines (within UK and ROI only) may be made via the airline's websites, using the purchasing card:

- Easyjet
- FlyBe
- Jet2
- Ryanair (ROI)
- Aer Lingus (web fares only. Standard fares or any route deals negotiated by the TMC, on the University's behalf, must be booked via the TMC).

Full details on the QUB travel procedure, [Travel Training Videos](#) and the [Travel Policy](#) can be found [here](#)

Information on the University Travel Insurance can be found [here](#).

The traveller must use the most economical fare available to him/her at the time of booking - 'economical' being defined as the lowest-priced fare meeting the requirements of the traveller. Where a flight time will exceed six hours, Club/Business Class travel may be used if the traveller's budget has sufficient funds to cover the additional cost. This class of travel may also be used by individuals with certain disabilities but only with the prior agreement of the Purchasing Office.

The University will only be liable for costs relating to staff and (approved) student travel. Any accompanying persons will be responsible for their own costs and as such, arrangements must not be made for any other person's travel to be paid via the University's accounting system. The exception to this requirement is where the accompanying person's attendance is required as a representative of the University and, in such circumstances, prior approval must be obtained from the Purchasing Office.

Further details on this policy can be found on the QUB Website, [Travel Policy](#).

OCCUPATIONAL HEALTH AND SAFETY

We attach great importance to the need for the highest standards of health and safety of all our staff at work, and we recognise our obligations in accordance with the Health and Safety at Work Order. Safety is the responsibility of all staff, therefore we ask staff **to take time to fully familiarise** themselves with the Health and Safety policies. Upon starting, your line manager will discuss and explain workplace specific Health and Safety arrangements – what to do in the event of an accident/near miss incident, explain first aid arrangements and any other specific health and safety related arrangements.

Any potential hazards should be pointed out immediately to the relevant School Safety Officer (please see list [here](#)) and you should do everything reasonable to keep the school a safe place to work.

REPORTING OF ACCIDENTS, Near Misses and Dangerous Occurrences IRIS Incident Reporting Information System

All accidents and dangerous occurrences, even those of a minor nature, must be immediately reported online using the “IRIS” incident reporting portal <https://iris-production.ads.qub.ac.uk/> – and the incident will be directed to trained personnel. **It is a legal requirement to report accidents or ill health at work.**

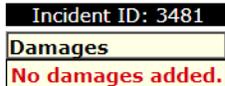
In the event of any Accident, Near Miss or Dangerous Occurrence:

The person who suffered an accident/near miss, or a witness, should record the incident **immediately online using [IRIS](#).**

IRIS – System Interface, How to Complete the Online Form



Section 3 : Damages/losses



- Inform the relevant Safety Supervisor (refer to staff list [here](#)) of the incident as soon as possible;
- A formal online *Incident Reporting & Information System (IRIS)* report must be completed as soon as possible by the Supervisor or Responsible Person in Charge;
- Ensure all fields are populated using the drop down functionality;
- Select the relevant *incident investigator* (Two Options: D Riley or M Borghesi);
- The person who suffered an accident should provide a witness statement, along with any other witnesses to the incident;
- The IRIS Form must be submitted when completed;
- The relevant School Incident Investigator will receive notification to accept;
- The School Incident Investigator will examine as appropriate and when closing off, upload / confirm a preventative measures section.

For your convenience Health and Safety policies, records and information are located on SharePoint site [here](#).

[School Health and Safety Handbook](#)

Valuable Occupational Health and Safety information is provided via the QUB Website [here](#).

4. SUPPORT INFORMATION

GENDER EQUALITY – SCHOOL ATHENA SWAN & IOP JUNO CHAMPION



The School is committed to the promotion of equality of opportunity and to creating and sustaining an environment that values and celebrates the diversity of its staff and student body. We were recently awarded the renewal of the **Athena SWAN Silver Award until 2025** to recognise and celebrate good employment practice for women working in Science, Engineering and Technology (SET) in higher education and research. And, renewal of the **Institute of Physics (IOP) Juno Champion** status until June 2025.

Find out more about the **Athena SWAN Charter** on the [Equality Challenge Unit's website](#)

The School has a **Gender Equality Committee** (Self-Assessment Team) and **this** is further split into two working groups: Staff Working Group and Student Working Group. **Full details can be obtained** [here](#).

Should you require any support or guidance, we do have a supportive network of staff to assist you. Please contact either one of our Co-Chairs below or one of the GEC staff representatives listed [here](#).

Dr Dan Dundas
Co-Chair GEC and Athena SWAN Champion
Office location: LG.027, Main Physics Building
d.dundas@qub.ac.uk
Phone extension: 1424

Dr Meg Schwamb
Co-Chair GEC and IOP Juno Champion
Office location: 02.014, Main Physics Building
m.schwamb@qub.ac.uk
Phone extension: 5046

STAFF FORUM REPRESENTATIVE

The [Staff Forum](#) was established in June 2018 and is made up of representatives from each School, Directorate and GRI from across Queen's. This group represents all of our people and provides the opportunity for everyone working here to share views on the various aspects of life at Queen's that matter to our staff and make a real difference to the employee experience

Mr Victor Lindsay

Office location: 01.016, Maths and Physics Teaching Centre

v.lindsay@qub.ac.uk

Phone extension: 3521

MENTAL HEALTH AMBASSADORS

A team of trained and certified staff mental health 'ambassadors' are equipped to provide local support to our staff and signpost them to experts and additional support. Our ambassadors will lead out on the delivery of our positive mental health initiatives and be paramount to promoting a supportive environment and culture across the Faculty of EPS.

Details of the ambassadors and scheme can be found [here](#).

Dr Meg Schwamb (Academic)

Office location: 02.014, Main Physics Building

m.schwamb@qub.ac.uk

Phone extension: 5046

Dr Ying-Fen Lin (Academic)

Office location: 01.025, Old Physics Building

y.lin@qub.ac.uk

Phone extension: 1587

Dr Samuel Grant (PDRA)

Office location: 02.033, Main Physics Building

samuel.grant@qub.ac.uk

Phone extension: 3088

SAFE HARBOUR SCHEME

Several support structures have been implemented to promote a **safe, supportive and professional work environment**. Some staff may never have any need of an anti-harassment advisor, or a professional misconduct investigation and that is certainly a good thing. However, the need for a confidential* service to allow staff to raise concerns about their work environment outside of the existing line-management structure has been raised by respondents to the School Survey. In response to this need, the school has implemented this new scheme, appointing four members of academic staff as 'safe harbours'.

*Please note: confidentiality is not assured in cases where there exists an unacceptable risk to a member of staff, student or to the institution.

Full details can be viewed on our School website [here](#).

What is the role of the safe harbour?

The safe harbours' role is to listen to your concerns and signpost relevant university procedures, policies and services. The safe harbours are academic staff drawn from different subject areas within the school. PhD students, research and academic staff in the School of Maths of Physics are welcome to approach any safe harbour in confidence, particularly if they feel it would be useful to discuss their issue with someone who works in a different part of the school.

Why contact a safe harbour?

You may approach a safe harbour to discuss more-or-less any issue, but they are in place particularly to be able to discuss issues such as;

1. Bullying & Harassment
2. Professional (mis)conduct
3. Mental Health & Wellbeing
4. Work-life balance

It may be that you are not sure whether a particular behaviour constitutes misconduct (for instance). It is expressly for these cases that the safe harbours exist, so do not hesitate to contact a safe harbour for a chat *especially* if you are unsure.

How do I contact a safe harbour?

Safe harbours have an open-door policy, but the practicalities of day-to-day work and commitments such as teaching may mean that they will need to be contacted by email to arrange a meeting in the first instance. The contact details for each of the safe harbours can be found below.

Who are the safe harbours?

| | |
|---|--|
| Dr Solveig Felton CQMT Office location: 01.017, Main Physics Building s.felton@qub.ac.uk Phone extension: 3338 | Dr Tom Field CLMI Office location: 01.029, Main Physics Building t.field@qub.ac.uk Phone extension: 5349 |
| Dr Ying-Fen Lin MSRC Office location: 01.025, Old Physics Building y.lin@qub.ac.uk Phone extension: 1587 | Dr Andrew Brown CLMI Office location: 01.005, Old Physics Building andrew.brown@qub.ac.uk Phone extension: 1910 |

Who can use the safe harbour service?

The service is **aimed primarily at PhD students, postdocs, fellows and academic staff**. While we are open to being approached by colleagues from professional services, separate support services are in place for those groups, including the [anti-harassment advisor network](#). Our long-term aim is to expand the safe harbour scheme to include our colleagues in professional services.

What can the Safe Harbour do?

- Listen to staff who believe they are being mistreated in any way, to clarify the options open to them and to assist them in resolving the matter informally where possible.
- Where requested, support individuals throughout the resolution of their concerns. This may include discussing with the individual what they may wish to say or write to a person who they feel has harassed or bullied them (for instance) or to a senior member of staff who can take action.
- The aim is to empower and support the individual.
- Deal with all cases with the utmost confidentiality **except** in cases where there is an unacceptable risk to a member of staff, student or to the institution.
- Signpost other appropriate support.

What can the Safe Harbour not do?

- Make statements to the effect that particular behaviour *definitely* constitutes harassment, bullying or misconduct that will lead to disciplinary action or to the effect that a particular behaviour is NOT harassment.
- act as your representative or advocate.
- be involved in any formal stage of a resolution process, be it in writing a formal complaint, an investigation, disciplinary or grievance procedures, except by way of giving the support you need during this time.
- Purport to give legal/and or professional advice.

ANTI-HARASSMENT ADVISORS

The University is committed to establishing an environment that is free from any form of harassment and bullying. Please click here to read the [Bullying Harassment Complaints Procedure](#).

In the event that a member of staff or student feels that they are being subjected to harassment on grounds of their religion, sex (including transgender), political opinion, sexual orientation, disability, ethnic origin, or age, they are entitled to make a complaint against their harassor.

Anti-Harassment Advisors

We are fortunate to have a number of trained Anti-Harassment Advisors on campus at Queen's University. **Details of the Advisors** [here](#).

Ms Jackie Patrick a member of our School Technical Team and is a fully trained Anti-Harassment Advisor
Office Location: 02.013, Level 2, MAP Teaching Centre
Email: j.patrick@qub.ac.uk
Phone Extension: 3524

Full details of the support can be obtained [here](#).

What do the Advisors do?

Anti-Harassment Advisors work in a variety of roles across campus, providing a confidential information service to staff on issues relating to bullying, harassment and discrimination. All Anti-Harassment Advisors are university staff, volunteers and carry out the role in addition to their day to day duties. If you feel you or someone you know is being bullied or harassed you can contact an advisor confidentially.

Why contact an Advisor?

It may be that you have recently experienced an incident of harassment for the first time and want advice on trying to prevent further incidents from occurring. Alternatively, you may have suffered a prolonged period of harassment in silence and feel as though you have finally reached breaking point. Whatever stage or circumstance, there are a number of people who are available to help you.

Can I talk to someone else confidentially?

You may, in the first instance, want to discuss the matter in confidence with a friend or colleague who is familiar with the setting in which you work or study. If you are a member of staff, you may want to discuss the matter with your line manager/supervisor (where appropriate), or trade union representative.

You can of course contact your HR Business Partner who will meet you to have a confidential discussion in person. They can advise you on what to do next and the options open to you. Alternatively the University has

a professionally staffed confidential counselling service (provided by INSPIRE) for assistance with personal, emotional and social problems. Please contact them by phoning 0800 389 5362.

Through a referral system, our Occupational Health Service provides a support service that promotes and preserves both the physical and mental wellbeing of all staff. They assist in ensuring that the work environment is safe and that a person's health is not adversely affected by their work activities.

You can also contact the Equality Commission for Northern Ireland. Please contact them by phoning 028 90 500600 or visit their [website](#).

The University recommends that you discuss the situation with an Anti-Harassment advisor before taking any other steps in response to the alleged harassment.

Talking through the events and your feelings with the advisor will help you decide on the best way to deal with the behaviour and will clarify the options available to you.

What can the Anti-Harassment Advisor do?

- Listen to staff who believe they are being harassed, to clarify the options open to them and to assist them in resolving the matter informally where possible and provide similar support to those accused of harassment.
- Where requested, support individuals throughout the resolution of their concerns.
- This may include discussing with the individual what they may wish to say or write to the person who they feel has harassed or bullied them or to a senior member of staff who can take action.
- The aim is to empower and support the individual.
- Deal with all cases with the utmost confidentiality except in cases where there is an unacceptable risk to a member of staff, student or to the institution.
- To signpost to other appropriate support.
- Provide similar support to those accused of harassment.

The Anti-Harassment Advisor cannot:

- Make statements to the effect that particular behaviour definitely constitutes harassment that will lead to disciplinary action or to the effect that a particular behaviour is NOT harassment;
- act as your representative or advocate;
- be involved in any formal stage of the process, be it in writing the formal complaint, the investigation, disciplinary or grievance procedures, except by way of giving you the support you need during this time or purport to give legal/and or professional advice.

FURTHER RESOURCES – SCHOOL SWAN CHAMPION AND SCHOOL REP FOR QUB STAFF FORUM

If you have any concerns in relation to issues of gender that might arise, please feel free to contact the **School's SWAN Champion: Dr Dan Dundas** d.dundas@qub.ac.uk

Mr Victor Lindsay is the **School Representative on the University Staff Forum** [here](#)!

The Forum provides an opportunity for you to engage with our representative, gathering feedback and listening to suggestions for positive change.

EXPECTANT MOTHERS

A New or Expectant Mother is a member of staff or a student who is pregnant, has given birth within the previous six months or is breast feeding. The University is committed to protecting the health of the New or Expectant mother. All new and expectant mothers are likely to experience general fatigue and discomfort associated with pregnancy and breast feeding. Risks to be considered in low-risk environments include manual handling, use of computer equipment, slips and falls, lone working, stress, personal safety and other general issues. Certain working conditions and high-risk environments have been identified as presenting potential risks to new or expectant mothers and their children. For an overview of the risk management procedure click [here](#).

NURSING MOTHERS' AND PARENTS' ROOM/QUIET ROOM

A private Nursing Mothers and Parents' Room for expressing milk is available in the School. This room is in the Main Physics Building, Room LG.021B (bottom of the stairwell). Unlike any other such rooms currently available within Schools at QUB, this room is centrally bookable via QOL and available to all to use. To book the room in advance, please do so [here](#). The room is available Monday to Friday, 9 am – 5 pm (excluding University closure days / public holidays)

If this room is unavailable, several other Nursing Mothers and Parents' Rooms are available on campus. Details of these can be found [here](#). Two of the closest locations to the Maths and Physics buildings are in the University Crèche and the David Keir Building. The University Crèche (12 College Gardens) Nursing Room can be booked through the Queen's Online Room Booking Dashboard or via phone 02890 662146. Access to the David Keir Building OG.445 Nursing Room can be arranged via the Psychology Main Office (Email: psychology@qub.ac.uk).

This room also serves a dual purpose as a Quiet Room. Anyone who needs to take advantage of a low stimulation space for short periods of time can also book time in the room via QOL.

EYE CARE

Permanent employees who habitually use display screen equipment are entitled to an eyesight test every 24 months. The DSE user must complete the form, DSE1, available from the University Safety Service (USS) and have this form countersigned by their Line Manager. Following return of a satisfactorily completed form DSE1 to the USS, the applicant will be sent a letter of authorisation, entitling the applicant to a free eyesight test at the University's appointed optician. Further details on eyesight provision are available from the University Safety Service.

GUIDANCE ON OCCUPATIONAL STRESS

Occupational stress has become generally recognised as a significant contributor to ill-health and sickness absence. Further details can be accessed [here](#).



STAFF WELLBEING

Full information on specialist support, events, courses and further advice can be accessed via the Wellbeing website [here](#) or by contacting the team, Email - wellbeing@qub.ac.uk

5. IT RELATED INFORMATION

IT SUPPORT

The School is able to provide excellent computing support and we have 4 very dedicated support staff who are willing to assist you. Email mp.support@qub.ac.uk or on Teams: go.qub.ac.uk/mpsupport

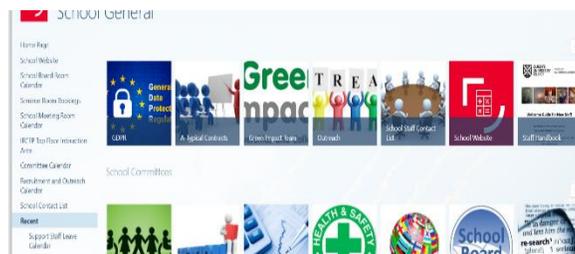
| | | |
|------------------------------------|---|--|
| Main Physics Building, Room 2.025 | Dr Robert Ryans Computing Support Officer Support to ARC and CLMI | r.ryans@qub.ac.uk mp.support@qub.ac.uk |
| Main Physics Building, Room 2.025 | Dr Malachy Montgomery Computing Support Officer Support to CQMT | m.j.montgomery@qub.ac.uk mp.support@qub.ac.uk |
| Old Physics Building, OG.021 | Dr Ian Stewart Computing Support Officer Support for Old Physics (CQMT and MSRC) | i.stewart@qub.ac.uk mp.support@qub.ac.uk |
| Main Physics Building, Room OG.004 | Mrs Angela Torode Computer Support Technician School General (Windows) | a.torode@qub.ac.uk mp.support@qub.ac.uk |

Registering a laptop or PC: Please liaise with the School Computing Support staff, as your new equipment will have to be registered (QF22 Form online) to activate your machine for internet access. Information that is required: Computer Make, Model, Mac Address and your Wallbox Number (located at your desk space), staff number. *Please note activation of the internet service takes 24 hours.*

SCHOOL SHAREPOINT INTRANET SITE

<https://intranet.qol.qub.ac.uk/schools/smp/default.aspx>

The School Intranet (SharePoint) is a valuable resource for all important School documentation. It is accessible both on and off campus. Here you will find numerous useful resources e.g. Calendar of Planned Events, School Committee information, Health and Safety Information.



PRINT/PHOTOCOPY/FACILITIES

Using the departmental photocopier: clerical staff in the School Office can provide guidance on how to register yourself on the machine. Afterwards, you can print, photocopy and scan to email (pdf) and access by scanning your card on the machine. Paper levels are restocked at the start of each working day. If you encounter any paper level or toner issues, please notify the General Office (mp@qub.ac.uk).

In Main Physics there are 3 main reprographic and photocopier rooms:

| Location | | Code |
|----------|---------------------------------|-------|
| 0G.019 | Reprographic / Photocopier Room | CA085 |
| 01.041 | Reprographic / Photocopier Room | CA085 |

In Old Physics there is 1 main reprographic and photocopier rooms:

| Location | | Code |
|----------|---------------------------------|--------|
| G022 | Reprographic / Photocopier Room | CA7652 |

VOICEMAIL

The voicemail system can be accessed by dialling 3999 and from outside the University by dialling 90973999.

6. BUILDING FACILITIES RELATED INFORMATION

BUILDING ACCESS

If you have any buildings access issues, please liaise immediately with the School Office mp@qub.ac.uk and they will be able to view your staff access on QOL. Buildings access is managed by the School Office and School Manager.

BUILDING SECURITY POLICY AND PROCEDURE

This covers both the security of the building and the equipment as well as the staff within the building. The statement of current university policy on lone-working outside normal hours is provided in the Health and Safety Handbook available on SharePoint [here](#).

Normal operational hours are Monday to Friday – 7am to 7 pm

Monday to Friday – 9 am to 5.30 pm

At 5.30 pm, the main doors to our buildings will be set to exit only. This will ensure people in the building can still get out by pushing the exit button to exit and **not the door** to prevent individuals becoming trapped between the 2 doors. **Staff will need their access card to get into the building after this time.** Staff can either **scan their staff card** at the keypad located at the front door or **input their pin number** followed by the # key.

LONE WORKING AND OUT OF HOURS WORKING

Staff are asked to read and familiarise themselves with the School Lone Working and Out of Hours Procedure [here](#).

When working out of hours (**Before 7.00 am and after 7.00 pm**), all staff are required to notify security on extension **5099** and provide your details. These details will be held securely and confidentially in a log book in the Control Room.

At all times and in all circumstances, QUB security should be informed when a member of staff is working **outside of operational hours** and, when a member of staff who was working outside of operational hours, is leaving the building. Any change to the original working hours should be communicated to QUB security as appropriate.

In an emergency situation, QUB security can be contacted on 90972222

WORKING IN ISOLATION

Working alone on experimental systems (or machinery) outside normal working hours **is not permitted without prior authorisation of the project supervisor (or person-in-charge or Head of School)** after he/she has conducted a full assessment of risk and devised a safe system of work. Isolated individuals must not carry out potentially hazardous work or activities.

Overnight working is not normally permitted. If there are exceptional reasons why such work is required, it must be agreed with line manager / supervisor and you must complete **the 'Permission to Work in Isolation (Lone Working) and/or Work Out of Hours' form** [here](#).

The statement of current university policy on lone-working outside normal hours is provided in the Health and Safety Handbook available on SharePoint [here](#).

FIRE ALARM TESTING

Please note that, in accordance with Health and Safety procedures, there are weekly scheduled short fire alarm tests, please see the schedule below. The alarm will sound for a few seconds only. Should the alarm continue to sound for more than 10 seconds, please follow the evacuation procedure outlined in the Health and Safety Handbook available on SharePoint [here](#).

Main Physics Building each Friday between 3.00 – 3.30 pm

Old Physics Building each Friday between 3.00 – 3.30 pm

Maths and Physics Teaching Centre each Friday between 3.00 – 3.30 pm

KITCHEN FACILITIES

We have two shared kitchen facilities and social interaction areas in the Main Physics Building. They are located on OG.013 (kitchenette and social interaction area) and level 2.007 (kitchenette, terrace and social interaction area).

In Old Physics, the kitchen is located on the ground floor, G.023.

We would ask that all dishes are washed and if the microwave has been in use, that it is thoroughly cleaned after use. Food stored in the fridge should not be allowed to go out of date. **Please note for health and safety reasons, the only kettles and toasters that are allowed in the building are those supplied in the kitchen facilities.**

POST AND PACKAGES

Personal mail should not be sent to QUB.

All mail coming into the School will be placed in the appropriate pigeon holes situated in the secure areas; Main Physics: IRCEP Corridor (OG.045) behind the glass access control operated doors.

Old Physics: OG.022 and 1.017 reprographic rooms.

GOODS IN AND OUT

The service of goods in/out is located at OG.002 Main Physics. This is managed by our School Technical Team. For all inquiries, please contact the School Technical Team at mp.techs@qub.ac.uk

ELECTRICAL ITEMS

The School Inventory Officers (ELOs), Ms Jackie Patrick and Dr Ian Stewart must always be informed of any electrical equipment disposal that is on the equipment inventory list. In advance of disposal of any IT/PC or electrical items, you must inform one of the School Computer Support Team by:

Email mp.support@qub.ac.uk or on Teams: go.qub.ac.uk/mpsupport

| | | |
|--|-----------------------|--|
| Main Physics Computing Support Officer | Dr Robert Ryans | mp.support@qub.ac.uk |
| Main Physics Computing Support Officer | Dr Malachy Montgomery | mp.support@qub.ac.uk |
| Old Physics Computing Support Officer | Dr Ian Stewart | mp.support@qub.ac.uk |
| Computer Support Technician | Mrs Angela Torode | mp.support@qub.ac.uk |

For all other non IT/PC electrical items, you must inform the School Electrical Safety Officer and Electrical Workshop Technician (Post currently vacant) – in the interim please liaise with Mr Philip Orr, Mechanical Workshop Technical Manager or a member of the School Technical Team mp.techs@qub.ac.uk. Afterwards, you may then arrange for disposal;

- Main Physics Building: Please carefully place items in the cage stored in the Electrical Workshop, OG.005.
- Old Physics: Please safely place items in the cage stored in Dr Ian Stewart's room, OG.021.

RECYCLING



Paper recycling bins are located throughout the buildings. Bins are emptied as and when required by the individual office user. The individual office user is responsible for emptying and replacing their own white recycling bags.

When the contents reach the fill line, the bag must be removed and replaced. The bags must be securely fastened with a tag and must be taken to your local deposit point:

- **Main Physics:** Please take all items to the Ground Floor IRCEP Corridor (OG.045), were there is a cage just beyond the pigeonholes, for secure drop off. Please scan your card for access to the corridor.
- **Old Physics:** Please securely place items in LG.024. **Entry will be via a keylex code.** Staff and PGRs can request the code from the School Office.
- Collection at Local Deposit Points - **Recycling bags are collected each week on a Wednesday by Estates.** Additional collection can be arranged if required, please inform the School Office direct.

Further and more detailed information on Good Housekeeping and Recycling can be obtained from our guide on SharePoint [here](#).

SCHOOL GREEN TEAM AND ENVIRONMENTAL CHAMPIONS

As a School we encourage membership and participation within our Green Team. Please do contact **Maths & Physics Green Team** mp.greenteam@qub.ac.uk for further information on how to take part and advance our progress. Staff can view the Green Team SharePoint library [here](#).

REPORTING BUILDING FAULTS

If you need to request an Estates service or report a fault, you should contact the Building Liaison Officer (BLO) using only the below email. Problems and faults can be reported verbally to clerical staff in the School General Office (Main Physics).

The BLO will then process, track the progress of, and amend requests.

mp.buildings@qub.ac.uk

Email requests must contain the following information:

- In the Subject Line of the email clearly detail the building (i.e. Main/Old Physics, or Teaching Centre)
- Room Number
- Brief Description of problem

A response will be sent to original sender as confirmation, or for clarification.

If the request is not for maintenance (e.g. white/poster boards, portering, delivery services) a project code is also required.

7. STAFF LEAVING EMPLOYMENT – EXIT POLICY

Please refer to our full [Exit Guide here on SharePoint](#).

When a member of staff chooses to resign from their position at the University, there are a number of considerations to be taken into account by both you and your manager.

You must check with your Line Manager to ensure that all necessary arrangements are made for the handover of your work and the return of all University property and keys, etc, before you leave.



For academic and research staff, please do liaise with your Head of Centre and Research Finance immediately regarding the transfer of any research funding to another Institution or termination of research awards. And, with the Director of PGR to discuss the implications for PhD students that you may supervise. Staff with teaching duties, you must discuss and plan with your DE / ADE / DPGT the implications of leaving on accessibility to any teaching materials.

BEFORE YOU LEAVE, YOUR OFFICE AND WORKPLACE MUST BE LEFT IN A CLEAN AND TIDY CONDITION AND, THE FOLLOWING MUST BE ADHERED TO;

- No paperwork or documentation to left behind (GDPR Compliance is required)
- All paperwork must be properly secured in the paper recycling sacks and left at the School paper collection point
- All books, journals, magazines, posters and empty files removed
- All drawers and shelving units fully cleared of all items
- All unused stationery items returned to the School reprographics room for reuse
- All personal belongings removed

- All University equipment / property returned and any broken computer equipment to be reported to the School Computing Officers in advance of leaving
- All rubbish disposed off
- Office Key returned to your Line Manager before leaving.

PLEASE BE MINDFUL AND CONSIDERATE OF NEW STAFF COMING TO USE YOUR SPACE, THANK YOU!!

NOTIFICATION

ACADEMIC STAFF:

- Academic staff wishing to resign from the University are required to **give 3 months' notice ending on 31 January or 31 July**, in writing to the Vice-Chancellor, and copied to the Head of School and the HR Business Partner. Your letter of resignation should be accompanied by a completed [Resignation Form](#).
- In the case of fixed term contracts employment is terminated on the date specified on the letter of appointment.
- Employment may be terminated by the University by giving 3 months' notice of termination in writing for reasons which comply with the provisions of Education (Academic Tenure) (Northern Ireland) Order 1988, namely good cause or redundancy as defined in that order.
- Employment may be terminated summarily on behalf of the Vice-Chancellor by the HR Director in the event of gross misconduct.

RESEARCH/ACADEMIC-RELATED STAFF

- Research/Academic-Related staff wishing to resign from the University are **required to give three months' notice** in writing to the Head of School/Director and the HR Business Partner. Your letter of resignation should be accompanied by a completed [Resignation Form](#).
- In the case of fixed term contracts employment is terminated on the date specified on the letter of appointment.
- Employment may be terminated by the University by giving three months' notice in writing, to end on the last day of a month, or by giving payment in lieu of notice.
- Employment may be terminated summarily on behalf of the Vice-Chancellor by the HR Director in the event of gross misconduct.

OTHER CATEGORIES OF STAFF

- **Clerical, Technical, and Operational staff** wishing to resign from the University are required to give notice in writing to the Head of School/Director and the HR Business Partner. Your letter of resignation should be accompanied by a completed [Resignation Form](#). **The amount of notice to be given varies with length of continuous service as follows:**
 - Less than 5 years' service - 1 month's notice from Employer and Employee
 - 5 but less than 9 years' service - 2 months' notice from Employer and 1 or where possible 2 months' notice from the Employee
 - 9 years or more service - 3 months' notice from Employer and 1 month's notice or where possible 3 months' notice from the Employee
- In the case of fixed term contracts employment is terminated on the date specified on the letter of appointment.

- Employment may be terminated by the University by giving notice (as above) in writing, to end on the last day of a month, or by giving payment in lieu of notice.
- Employment may be terminated summarily on behalf of the Vice-Chancellor by the HR Director in the event of gross misconduct.

RECOVERY OF SCHOOL PROPERTY

In addition to the obvious items, most notably computers, other small value items of equipment, books etc, must be returned before you leave. All equipment when purchased is registered on the central Equipment Inventory and this is audited annually by both internal and external auditors, as directed by Finance.

FIXED TERM STAFF AND REDUNDANCY

Staff are employed under fixed-term contracts (FTCs) when the nature of their position or work is for a recognised finite period or where a specific amount of funding or a grant has been made available for the purpose of employment for a defined period. The majority of University Research staff are employed on this basis. The renewal and extension of existing FTCs are processed through our on-line system on Queen's On-Line (QOL). HR will remind you, in a timely fashion, of the necessary requirements associated with the renewal or otherwise of a FTC.

Associated Information:

- [Guidance on Fixed Term Contracts](#)
- [Fixed Term Contracts Time Frame](#)
- [Redeployment Process](#)

The University operates two redundancy procedures - **one for Statute staff** which applies to Grades 6/AC1 and above, and **one for Non-Statute staff** which applies to Grades 1-5. Employees will be considered eligible for redeployment in certain circumstances, please click on the relevant link below.

Associated Information:

- [Procedure for Staff Grades 6/AC1 and above \(Statute Staff\)](#)
- [Procedure for Staff Grades 1 to 5 \(None-Statute Staff\)](#)
- [Redeployment Process](#)

EXIT INTERVIEW

You may be asked to complete an exit questionnaire. We are keen to hear your views about the University and your role. This will help us to understand why you are leaving and to identify any improvements we could make for the future.

8. DATA PROTECTION ACT 2018 AND GDPR



Queen's University Belfast is required by law to comply with the Data Protection Act 2018 (DPA 2018). This document is the University's policy in response to the requirements of the 2018 Act and the General Data Protection Regulation (GDPR).

The University is committed to ensuring that all employees, registered students, agents, contractors and data processors comply with the 2018

Act, regarding the processing and confidentiality of any personal data held by the University. To do this Queen's University must comply with the Data Protection Principles contained within the 2018 Act.

Any breach of this Policy, or the Act, by a member of staff or student, can be considered as a disciplinary matter.

**THE FULL PROTECTION POLICY CAN BE OBTAINED [HERE](#)
GDPR IS ONE OF YOUR MANDATORY COURSES ON QOL. PLEASE ENSURE COMPLETION.**

It may also be a criminal matter for which the University, and the individual concerned, could be held criminally liable.

All staff must be aware of their responsibilities under the Data Protection Policy and the Act and of the risks/consequences of failure to comply with the related requirements.

Responsibilities – General Principles

All personal data held on behalf of the University, whether electronically or on paper, must be kept securely, no matter whether it is kept by an individual, Faculty, School or Professional Services Directorate. Personal data must not be disclosed to any unauthorised third party by any means, accidentally or otherwise.

Where staff are unsure as to whether they can legitimately share/disclose personal data with other individuals, either within or outside the University, they **must** seek advice from their line manager. Further guidance is also available from the Information Compliance Unit, on request.

All staff should note that unauthorised disclosure may be a disciplinary matter. It may also be a criminal matter for which the University and the individual concerned could be held criminally liable.

Staff Responsibilities

All staff must take personal responsibility for ensuring that:

They are aware of their responsibilities under the Data Protection Policy and the Act and the risks/consequences of failure to comply with the related requirements. Where they are uncertain of their responsibilities, they must raise this with their line manager.

They complete the mandatory on-line training programme.

Personal data relating to any living individual (staff, students, contractors, members of the public etc.) which they hold or process is kept securely.

Personal data relating to any living individual is not disclosed, either orally or in writing, accidentally or otherwise, to any unauthorised third party.

All Data Protection breaches are notified to their line manager, with remedial actions implemented to mitigate the risk of reoccurrence.

When supervising students who are processing personal data, that they are aware of the Data Protection Principles and the University's Data Protection Policy.

Personal data which they provide in connection with their employment is accurate and up-to-date, and that they inform the University of any errors, corrections or changes, for example, change of address, marital status, etc.

9. USEFUL RESOURCES AT A GLANCE

| | |
|---|---|
| <p><u>School SharePoint Site</u></p> | <p><u>School Health and Safety Resources</u></p> |
| <p><u>Staff Gateway</u> <u>Staff Services</u> <i>News, events and information for Queen's staff</i></p>  | <p><u>Employee Benefits</u> <i>Pay and conditions</i> <i>Leave</i></p>  |
| <p><u>People and Culture</u> <u>Policy procedures and good practice</u> <u>Work Balance</u> <u>Diversity and Inclusion</u> <u>Leave Toolkit</u></p>  | <p><u>Staff Wellbeing</u> <i>News</i> <i>Support</i> <i>Resources</i></p>  |
| <p><u>Staff Learning and Development</u></p>  | <p><u>Occupational Health</u></p>  |
| <p><u>Personal Development Review</u> <u>Reviewing Performance</u> <i>Principles</i> <i>Forms</i></p> | <p><u>QUB Financial Services</u> <u>QUB Travel</u></p> |