



Staff Booklet

Welcome to the Division of Infection & Immunity

We hope you have a very enjoyable time in our Division and at UCL.

Our Division is a lively academic community combining a range of research, teaching and technical and administrative support staff working together towards a better understanding of pathogen biology and the human immune system, and translation of knowledge into new diagnostic tools and treatments for the benefit of patients.

We are keen to see members of our staff enjoy the many opportunities during their time in the Division and this brochure draws together information ranging from how to get a library card to bicycle purchase to applying for promotion. We hope that this brochure proves a useful introduction to working at UCL.

July 2013

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Who's who in the Division of Infection & Immunity (I&I)

Directors:

Professor Deenan Pillay, Co-Director, Division, and Head of Research Department of Infection

Professor Hans Stauss, Co-Director, Division, and Head of Research Department of Immunology

Senior Management Team:

Professor Judy Breuer, Professor Benny Chain, Professor Pete Delves, Professor Mala Maini, Professor Deenan Pillay, Professor David Sansom, Professor Hans Stauss, and Professor Greg Towers

Divisional Manager:

Mrs Samantha Photiades

I&I website: <http://www.ucl.ac.uk/infection-immunity>

...in the Faculty of Medical Sciences (FMS)

Dean of Faculty: Professor David Lomas

FMS website: <http://www.ucl.ac.uk/medical-sciences>

...in the School of Life and Medical Sciences (SLMS)

Head of School and Vice provost (Health): Professor Sir John Tooke

SLMS website: <http://www.ucl.ac.uk/slms>

Divisional/Faculty/School structure within UCL

The Research Department of Infection and the Research Department of Immunology are parts of the Division of Infection & Immunity, one of 8 Divisions and Institutes in the Faculty of Medical Sciences, one of 4 faculties within the School of Life and Medical Sciences within UCL.

More information on the structure of UCL's academic faculties: <http://www.ucl.ac.uk/departments/faculties>.

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Things to do when you start work

UCL New Starter's Checklist

UCL's Human Resources team has produced a webpage summarising all of the information useful to new employees including the staff online registration form, information about IT, My View, and other useful links. Link: http://www.ucl.ac.uk/hr/new_starters/

MyView

MyView is UCL's computerised online system for storing personal records, and contains your payslips, P60 documents, probation/staff training/appraisal records, annual leave and sickness leave records. Because it contains personal information, the system has an enhanced security system and asks you to log-in using your UCL username and password, plus a number of additional security questions (a bit like the system used by banks). MyView requires you to set up these questions/answers. Your access to MyView will cease the day after you leave UCL.

MyView link: www.ucl.ac.uk/myview

ID Cards and Library membership

UCL ID Card

You will require a UCL ID card for entry into UCL buildings, and the library (see below) and these are easy to obtain once you are confirmed as an employee on the HR database (essentially, once you have signed your contract).

To obtain a UCL ID card you will need to go to visit the main campus – cards are issued by Security Systems in the Andrew Huxley Building on the main campus. The office is open Monday to Friday from 9am to 4.45pm. Please take one form of personal identification (e.g. bank card, driving licence, etc.). You do not need to take a photo as Security Systems will take your photograph before your card is issued.

Weblink for details of how to get to the Andrew Huxley Building and obtaining your ID card: <http://www.ucl.ac.uk/estates/security/systems/identity-cards/>

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Royal Free (RF) Entry Cards

At the RF you will be issued with an entry card (if required for your department) at your local departmental induction.

Library membership

Degree level students and “full contract” staff (including Honorary Staff) are eligible to use and borrow books from the various Library sites. Your membership is automatic without the need for a specific library registration visit.

Staff and students must be properly registered with the appropriate central body (eg. Registry for students, UCL HR for staff), have obtained a valid UCL ID card from UCL Security Services, and bring their valid UCL ID each time they visit.

Link to full details of UCL’s Library Services and location of libraries: <http://www.ucl.ac.uk/library/>

Provost’s welcome to new staff

Each Provost Welcome takes about two hours and includes both personal presentations and video footage from the Provost and other Senior Staff at UCL. The session concludes with a ‘market place’ where you can browse stands giving information about the support and benefits available to UCL staff.

For more details and to book a place:

<http://www.ucl.ac.uk/hr/osd/timetable/programme/sdpw/index.php>

CAREER DEVELOPMENT AT UCL

The Division of Infection & Immunity is committed to the professional and personal development of all of their staff members. UCL provides a variety of options to support their staff members' careers such as flexible working, generous maternity and paternity leaves and other options outlined below and displayed on the UCL Human Resources website, <http://www.ucl.ac.uk/hr>. We have a series of seminar programmes, departmental journal clubs and courses to support professional development during your time at UCL.

Athena SWAN Silver Award Scheme

The Athena Scientific Women's Academic Network (Athena SWAN) charter has been running since 2005, and the bronze, silver and gold awards recognize the commitment of science departments to devise and implement plans to resolve the unequal representation of women in science and to improve career progression for female academics in science.

Information about the Division's application for a silver award and our initiatives is shown on the *Women in Science* section of the Divisional website at: http://www.ucl.ac.uk/infection-immunity/wom_ath



Charter for women in science

Recognising commitment to advancing women's careers in STEMM academia

Probation, Appraisals and Promotion

Probation

All UCL employees are subject to a period of probation when first appointed to their posts. Probation periods vary according to the grade and function of the post.

- (a) Support staff in Grades 1- 6 will be subject to a 6 months probationary period.
- (b) All researchers (including research assistants) and support staff in grades 7 - 10 will be subject to a 9 months probationary period. The probation procedures and policy are set out on the HR website: http://www.ucl.ac.uk/hr/docs/prob_procedure_links.php.
- (c) All Non-Clinical Lecturers and Research Fellows appointed to UCL are subject to a three-year probationary term, which exceptionally may

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be reduced if they have significant teaching and research experience (normally at least three years full time). The Guidelines document can be downloaded from the UCL HR website at: http://www.ucl.ac.uk/hr/docs/Guidelines_2010_Lecturers_RF_on_Probation.pdf

- (d) Teaching Fellows have a separate induction and probation procedure set out at: http://www.ucl.ac.uk/hr/docs/teach_fellows_ind_proc.php

Staff Development (Appraisals)

A staff development/appraisal scheme is for staff who have passed through the probationary process for their posts. The process involves reviewing annual progress in your job and setting goals for the next year. The process is designed to be a positive exercise to enhance the staff member's skills and experience and to assist in identifying any issues that are barriers to good performance. There are a number of schemes depending upon the grade - you can find all of the details in the UCL HR policies section at: http://www.ucl.ac.uk/hr/a_to_z/index.php

Promotion

Direct route cases (self-proposals)

Every member of the academic staff has the right to propose him or herself for promotion. All members of staff will receive notification of the start of the annual promotions exercise at the same time as Heads of Department, along with appropriate instructions for preparing a self-proposal. In all respects, the procedure will be the same as that for departmentally proposed candidates except that the self-proposed candidate will deal directly with the Faculty Dean.

The Head of Department will have no direct role to play but will, however, be informed by the Dean that the self-proposal has been made.

Criteria for academic promotion

Consideration of all proposals for promotion should involve assessing the individual's overall contributions to UCL. These can best be judged under the following headings:-

- Research: contribution to the advancement of a subject by research and scholarship (defined as commitment to, and practice in, the acquisition and synthesis of knowledge and understanding);

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- Teaching: contribution to the advancement of a particular subject area through teaching and/or by educational innovation;
- Knowledge transfer/exchange and engaging communities: contribution to quality of life or the economy through application of knowledge in practice to the benefit of the broader community (i.e. commerce, industry and the public domain); involvement in UCL Beacon projects to widen engagement with the general public; and
- Enabling: contribution to management or administration or other significant contribution to the achievement of UCL's wider goals and aims, which furthers the discipline, and/or facilitates and enhances the personal contributions of academic colleagues.

Promotion through the academic grades of Lecturer, Senior Lecturer, Reader and Professor requires, by definition, evidence of scholarship. Promotion cannot be achieved on the grounds of performance in the categories of either enabling or knowledge transfer alone.

Criteria and process for promotion of Research Staff

Consideration of proposals for promotion involves primarily assessing achievement in research, i.e. contribution to the advancement of a subject by research and scholarship (defined as commitment to the synthesis of knowledge and continued learning in a broad field), or by equivalent creative and/or knowledge transfer/exchange activity.

In addition, but not mandatory, support can be gained from the individual's contribution to the Department. All criteria in the individual grades will not be met by all candidates but will be dependent on the subject area of research.

Criteria and process for support staff

Grading Reviews of occupied posts

A grading review will be undertaken where a post has changed **significantly** in terms of the duties and responsibilities involved. Posts will not normally be considered for a grading review if they have been submitted for review on two previous occasions within a two year period. Requests for grading reviews can be made at any time of the year by the Head of Department/ Director (HoD) submitting a Job Description Outline (JDO) via the online Job Evaluation Database (JeD). No additional documentation or materials such as examples of work or testimonials may be submitted.

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Direct Route Requests for Grading Reviews

A member of staff may make a direct route application for a grading review if they believe that their post has changed significantly but the case for a grading review is not supported by their HoD. In such cases the HoD will be required to verify that the information given on the JDO is an accurate reflection of the duties and responsibilities of the post. The individual will need to ask the HoD to submit the verified JDO via JeD.

Timeline

Grading requests for new jobs are carried out each week. Requests received by noon on a Tuesday will be evaluated within five working days and the outcome will be provided within this time frame.

Grading review requests for **occupied posts** with **significant** changes in duties are considered monthly. Grading review requests received by noon on 28th day of the month will be considered in the next month and the outcome will be notified by 12th day of following month. (For example a request received on 27th March would be considered in April and the HoD would be advised of the outcome by the 12th May).

Requests will be considered in order of receipt. In the event of a panel having insufficient time to evaluate all the grading requests, any outstanding ones will be referred to the next monthly meeting.

Link to HR site:

http://www.ucl.ac.uk/hr/docs/promotions_procedure_links.php

Training and professional development at UCL

Training in post and in the laboratories of your research group, centre or department will be undertaken locally. UCL and the Division offer a whole variety of other training and learning experiences to enhance your career.

Online induction and training courses at UCL

UCL offer a whole range of courses that are free of charge to staff.

UCL Online induction: <http://www.ucl.ac.uk/hr/osd/resources/online.php>

Online Diversity training module:

This interactive training module, which takes no more than an hour, is for new starters at UCL to ensure that all staff are aware of the implications of the Equality Act 2010 in both the employment and educational context.

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You will need to log in to Moodle (<https://moodle.ucl.ac.uk/>) using your intranet username and password and then search for 'online diversity training' to complete the module.

For management, training, non-IT courses: <http://www.ucl.ac.uk/hr/osd/>;
For IT courses: <http://www.ucl.ac.uk/isd/staff/training>;

For UCL induction, microbiological safety course etc: <http://www.ucl.ac.uk/estates/safetynet/training/>

Study Assistance Scheme

UCL supports employees who wish to undertake degree or doctorate programmes, professional qualifications or other nationally approved vocational qualifications that are related to their area of work. Individual modules must be credit-bearing, and lead to a qualification.

Details: <https://www.ucl.ac.uk/hr/osd/sas/>

Divisional Seminar Programmes

The Division has a programme of lunchtime seminars at both campuses given by external speakers and also by speakers within the Division as well as journal clubs and other events. The full programme is on the Divisional website at: <http://www.ucl.ac.uk/infection-immunity/events>, and regular email reminders of events are sent to all members of the Division. There are also a number of research days throughout the year and members of staff are encouraged to participate.

Journal clubs are held locally and your departmental induction will cover these.

Flexible working, maternity/paternity/carer's leave

Professor Mary Collins, UCL's Gender Equality Champion, wrote in her introduction to "Guidance on supporting working parents and carers" (May, 2013) that "If staff can be supported in managing a sustainable work-life balance they are likely to stay at the organisation, be loyal and go the extra mile when asked."

UCL is committed to promoting best practice in its employment policies and exceeding its legal requirements to provide an inclusive and productive working environment.

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Flexible working

Flexible working is one of the policies within UCL's Work-life balance policy and this policy covers all staff. Managers are required to assess all claims for a change in working arrangements from staff who have been in their post for a period longer than six months. The policy is designed to adapt to the changing demands on staff as parents, carers or who wish to undertake other activities.

Web link to full policy: http://www.ucl.ac.uk/hr/docs/work_life_balance.php

Maternity leave

All employees are entitled to Occupational Maternity Pay of full pay for 18 weeks paid in either of the following ways: (a) 18 weeks' full pay, or (b) 9 weeks' full pay followed by 18 weeks' half pay.

In addition to Occupational maternity pay an employee will be eligible for Statutory Maternity Pay (SMP) if they have had at least 26 weeks' service at the Notification Week (15th week before the expected week of childbirth) provided that the average earnings are above the lower earnings limit for National Insurance contributions.

In addition to the periods of maternity leave detailed above, employees are entitled to 13 weeks of unpaid maternity leave or up to 34 weeks unpaid maternity leave where they are not eligible for SMP.

Details of the maternity and paternity benefits/leave policies are at: http://www.ucl.ac.uk/hr/docs/maternity_links.php

Paternity or Partner's Leave

Paid leave of up to 20 working days (i.e. 4 working weeks) may be taken in the period from 3 months before the expected week of childbirth to 3 months after the date of birth by the mother's partner (or the date of adoption in the case of adoptive parents). Paternity/partner's leave does not have to be taken at one time and can be spread over the 6 month period.

The full policy covering leave for domestic/personal reasons is at: http://www.ucl.ac.uk/hr/docs/leave_domest_personal_reasons.php

Carer's leave

Carer's leave will be granted to all employees, regardless of length of service. The policy applies to all staff who have caring responsibilities for

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dependants such as employee's own child(ren) next of kin or nominated next-of-kin, partners, parents/parents of partners

Staff may be granted up to 5 days Carer's leave with full pay within any 12 month period. They may be granted up to a further 5 days unpaid leave per year.

Parental Leave – Unpaid

A parent (father, mother or other person who has acquired formal parental responsibility for a child, as defined in the Children Act 1989) who has one year's continuous service with UCL is entitled to apply for up to 18 weeks unpaid parental leave.

The full policy covering leave for domestic/personal reasons is at:
http://www.ucl.ac.uk/hr/docs/leave_domest_personal_reasons.php#8

Annual leave

UCL grants annual leave of 27 days for full-time staff (pro rata for part-time staff) plus designated college closure/bank holidays including Christmas and Easter.

UCL publishes the College's closure days on the UCL website at:
<http://www.ucl.ac.uk/staff/term-dates/>

Permission to take annual leave should be requested from your designated line manager; some groups use My View to request/authorise leave.

MONEY

Pay and pensions

UCL's Human Resources team will deal with all enquiries relating to your employment contract and will pass your bank account details to the Payroll team who will co-ordinate all aspects relating to the physical payment of your salary, including pension payments and back pay.

If you have an enquiry about the terms and conditions of your contract, you should contact the Divisional Manager in the first instance who will liaise with the HR team.

Payment of salaries and pay rises

Your salary is paid on the last working day of each month.

The pay dates are in the Payroll section of the website:

http://www.ucl.ac.uk/hr/docs/payroll_deadline.php

You will find a copy of the current salary scales at:

http://www.ucl.ac.uk/hr/salary_scales/index.php

Salary negotiations are conducted annually between UCL and the unions to determine cost of living rises and UCL's financial year runs from August to July. Pay awards are payable from 1 August each year.

Once employees have passed their probation period they receive an increment on their salary grade annually, on 1 August, and progress up the grade. Where an employee has progressed to the top point of their salary grade, an additional increment or contribution point may be applied for (see "how to apply for additional increments").

Payroll

For all aspects relating to the payment of your salary including back pay, production of your P45 or P60, etc, please contact the UCL Payroll team on 0203-108-3101. The team are based on the 9th and 10th Floors of 1-19 Torrington Place.

Payroll Services information is on the UCL website at:

<http://www.ucl.ac.uk/hr/payroll/index.php>.

Pensions

UCL employees are automatically added into one of the occupational pension schemes unless they actively opt out. The UCL Pensions team deal with all of the schemes and are really the first point of contact.

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Details of schemes are on the UCL Pensions website at:
<http://www.ucl.ac.uk/hr/pensions/>

First contact is via the generic email: pensions@ucl.ac.uk, or by telephone on 020-7209-0251.

The team are based on the 9th Floor of 1-19 Torrington Place.

Travel to work loans/allowances

All UCL staff are entitled to apply for an annual interest free season ticket loan as long as their contract of employment or external funding is for a period which exceeds the expiry date of the ticket (i.e. a minimum of twelve months) and their net monthly pay is sufficient to cover the deduction of the loan.

Travel between campuses and on UCL business

Staff can be reimbursed train, tube, bus fares incurred travelling between campuses on UCL business. Expenses should be claimed using iExpenses on FIS and be supported by receipts. For registered Oyster users, a print-out of journeys annotated with details of meetings attended, etc, can be used in place of individual receipts.

Annual Season Ticket Loan Scheme

Season ticket loans are available for the sole purpose of purchasing an annual season ticket for use in travel from home to work. The season ticket will cover relevant public transport costs but not any other costs of travel, for example it will not cover any costs associated with car use including parking. Use of the loan for any other purpose could lead to disciplinary action. Loans are made in the form of a salary advance via UCL's i-Expenses module (see below). Season Ticket loan policy:
http://www.ucl.ac.uk/hr/docs/season_tickets_bicycle_loans.php

Bicycle Purchase Scheme

The College's scheme is administered through a salary sacrifice /hire agreement and is run in accordance with the Government's Green Travel Plan. This scheme offers substantial savings on the cost of a bike and safety equipment and staff can select any make/model bike up to a value of £1,000 through independent bike shops taking part in this scheme. More details are available on the HR website:
http://www.ucl.ac.uk/hr/docs/cycle_scheme.php.

MONEY

Bicycle Allowance

Some members of staff, who regularly use bicycles for business travel, may claim tax relief in respect of business cycle travel. To claim the allowance against their personal tax liability - all that is necessary is for details of travel to be recorded on the form (downloaded from the link below), and for this to be certified by the Head of Department. Individuals should submit claims to the Inland Revenue with their annual tax returns.

Form/certificate to be downloaded:

http://www.ucl.ac.uk/finance/finance_docs/Cycleall.html

UCL Day Nursery salary sacrifice scheme

UCL runs an approved, voluntary “salary sacrifice” scheme for members of staff with children in the UCL Day Nursery. For further information about the Day Nursery and its fees, email nursery@ucl.ac.uk or telephone 020-7679-7461 or see:

<http://www.ucl.ac.uk/staff/personal-matters/>

This is an arrangement which constitutes a legal variation in an employee’s terms and conditions of employment and involves an employee by his/her choice taking a reduction in future remuneration. Subsequently, UCL undertakes to pay a corresponding sum to the Day Nursery. In this way, the nursery costs are funded out of gross and not net income, and therefore the employee’s deductions (i.e. tax and National Insurance) are based on a lower salary.

The UCL HR website provides more details of the scheme:

http://www.ucl.ac.uk/hr/docs/tax_efficient_childcare.php.

How to apply for additional salary increments

When an employee has performed exceptionally and has reached the top incremental point of their grade, their line Manager can make an application on behalf of their member of staff or the employee can apply independently for an additional increment. Once the Line Manager has applied, the application is sent to Faculty for approval before it is passed on to HR for processing.

Guidelines for making an application and an application form are shown at:

http://www.ucl.ac.uk/hr/docs/accelerated_and_contribution_points.php

MONEY

iExpenses

iExpenses is the web based Expense Claim and Season Ticket Loan system for UCL employees.

Employees can log on to iExpenses via www.ucl.ac.uk/fis using their UCL user ID and password. Instructions about how to present your claim are at: https://www.ucl.ac.uk/finance/p2p/iexp/iExpenses_booklet.pdf.

The College's expenses policy - listing allowable expenses is at: <http://www.ucl.ac.uk/finance/expensespol/>

SUPPORT FOR STAFF

Sick leave

Procedure: A member of staff who is sick and cannot attend work should normally contact his/her manager (or the person designated for the purpose within the department) by telephone within 30 minutes of the time when s/he is expected to start work.

Policies: UCL is sympathetic towards staff with illnesses and staff records will cover the number of days of absence through sick leave during your employment.

In the event of recovery from a more serious illness or an accident, members of staff with over 4 years' service will receive full pay for 24 weeks and half-pay for a further 24 weeks of their recovery. Staff with less service (and within their probationary periods) are entitled to sick pay but for shorter lengths of time. Details of sick leave pay are shown on the web at: http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php.

Time off for attendance at hospital, doctors, or dentists appointments during the working day is not recorded as sick leave but where possible, members of staff are asked to attend appointments in their own time.

Who to talk to if you are having problems

In the first instance, you should talk to your manager or supervisor about any issues that affect your performance at work. Where this isn't possible for whatever reason you are welcome to talk, in confidence, to the Divisional Manager or any of the Administration team. If you wish to speak to someone outside of the Division, the College's HR team may be able to help; there are also other groups such as the Anti-harassment team who may be able to assist.

Anti-harassment team

We hope you never experience bullying or harassment while you are working at UCL. The College's policy is clear that harassment and bullying are completely unacceptable and will not be tolerated; however, it has developed a support service for their employees should you experience bullying behaviour and feel unable to discuss this with your immediate colleagues and/or need help in defining a next step in dealing with the situation.

SUPPORT FOR STAFF

For further information, please visit the Staff Anti-harassment website:
<http://www.ucl.ac.uk/hr/harassment/>

Employee assistance programme

UCL employees have access to an independent Employee Assistance service that is free and confidential for staff. EAP staff are specialists in fields such as counselling, well-being, family matters, relationships, debt management, and workplace issues. This support service is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone, email, online and via instant messaging.

Details of the service are given on the UCL website at http://www.ucl.ac.uk/hr/occ_health/eap.php

Staff counselling service

UCL offers an in-house counselling service, which is open to all members of its staff. Staff are invited to consider counselling to address any issue that is causing them professional or personal difficulty, including conflict, anxiety or stress, relationship problems. Details of the service and how to access it are given at:

http://www.ucl.ac.uk/hr/occ_health/services/eap_counselling.php

Occupational health service

UCL offers a pro active Occupational Health Service that aims to support staff in the promotion of physical and psychological well-being and the prevention of illness and injury arising from work activity.

Details of the OHS are given at:

http://www.ucl.ac.uk/hr/occ_health/

Careers service

The Careers Service runs a programme of events tailored to the needs of the university's research staff. Seminars and workshops provide practical tips and career development strategies. One to one guidance interviews provide a confidential environment to discuss your individual situation whether you wish to develop your career outside or within academia.

Details of the Careers service are given at <http://www.ucl.ac.uk/careers/researchers/staff/>

Division of Infection & Immunity

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