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Welcome!

Welcome to the Faculty of Engineering. This handbook aims to provide you with the information you need to know on starting at Imperial.

Further information for new staff can be found at www.imperial.ac.uk/newstaff

About us

We are unique in the UK in supporting world-class education and fundamental research across the full range of engineering disciplines. All of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture. The faculty comprises 10 academic departments and is home to over 1,575 staff and 5,785 students (of which over 1,200 are research students).

- Aeronautics
- Bioengineering
- Computing
- Chemical Engineering
- Civil and Environmental Engineering
- Design Engineering
- Earth Science and Engineering
- Electrical and Electronic Engineering
- Mechanical Engineering
- Materials
First Day

On your first day your departmental contact should have covered the following information with you;

- Taken receipt of your payroll form, new starter checklist, passport and signed contract
- When and how you will be paid
- Annual leave procedure, bank holidays and College closure days
- Sickness absence notification
- Your probation period
- Obtaining an ID card
- Any local departmental induction arrangements

Further information is available for all new staff on the HR website

First day essentials

IMPERIAL INSIGHTS

Join other new starters across the College at Imperial Insights. You will be welcomed to Imperial by senior staff. The programme covers:

An overview of the College – its history, the present day and its future

An opportunity to learn about staff issues including Equality and Diversity, Wellbeing and Pensions

A chance to meet both new and existing staff from the College community

Participate in an optional tour of South Kensington Campus followed by a light lunch during an exhibition-style section, giving you the opportunity to meet existing staff and approach various departments with your own questions.
Faculty Office

The Faculty Dean, Prof. Jeff Magee (j.magee@imperial.ac.uk) has overall responsibility for the leadership and management of the Faculty. He is supported in this role by the Faculty Operating Officer, Richard Martin (richard.martin@imperial.ac.uk) who is responsible for all the operational activity of the Faculty. The Faculty Office manages and coordinates the following services which are provided at Faculty level:

Finance

The team is led by Andrew Stagg, Faculty Finance Officer
a.m.stagg@imperial.ac.uk
020 7594 1280

Research Contracts

The team is led by Christian Wright, Head of Contracts
christian.wright1@imperial.ac.uk
020 7594 1283

Research Services

The team is structured with particular people supporting specific departments and is led by Shaun Power, Research Services Manager
s.p.power@imperial.ac.uk
020 7594 8773

Human Resources

The team is structured with particular people supporting certain departments. The team is led by Su Nandy, Senior HR Manager
s.nandy@imperial.ac.uk
020 7594 1628

Faculty Office also houses Alumni Relations, Teaching Support, Research Strategy, Corporate Partnerships, Web Development and Safety Support

Contact Us
The Human Resources (HR) Team provides support to Faculty Departments and staff in all aspects of the staff management function including:

* Recruitment and selection of staff including advertising posts, issuing certificates of sponsorship and new contracts of employment.
* Providing advice on general HR queries such as maternity and paternity leave, retirement, flexible working and contractual arrangements.
* Preparing references and confirmation of employment letters
* Support and advice for staff on a range of work related issues

Details about the Engineering HR Team can be found here:

http://www.imperial.ac.uk/human-resources/contact-us/engineering/

General queries, reference requests and employment verification letters should be directed to:

engineering.hr@ic.ac.uk
HR CONTACT DETAILS

Alex Moore, Senior HR Administrator

- Chemical Engineering
- Aeronautics
- Dyson School of Design Engineering
- Faculty Central Office
- Energy Futures Lab, ISST, ERP, UKERC & EIT Digital

Faaria Henry, Senior HR Administrator

- Bioengineering
- Earth Science and Engineering
- Sustainable Gas Institute
- Civil and Environmental Engineering

Susan Arbuckle, Senior HR Administrator

- Mechanical Engineering
- Electrical and Electronic Engineering

Lucy Elsby, Senior HR Administrator

- Computing
- Materials
Contractual Information

Your contract of employment and terms and conditions contain all the contractual information relating to your employment. Below are the most commonly queried areas

Annual leave

Annual leave entitlement is 39 days for full time staff (pro-rata for part time staff). This is inclusive of 8 days for public holidays and 6 days each year when the College is closed over Easter and Christmas.

The College leave year runs from 1 February to 31 January. Leave must normally be taken within the leave year. With the agreement of the Head of Department/Division, staff may be permitted to carry up to 5 days’ leave (pro rata for part-time staff) forward into the next leave year.

External Interests/Declaration of Interests

Upon joining Imperial, you must declare any additional employment or projects you may be involved with and have this approved by your Head of Department. You must also complete the Declaration of Interests return upon joining the College, and annually thereafter, including nil returns.

All the information relating to this policy including FAQs can be found on www.imperial.ac.uk/hr/procedures/externalinterests/registerinterests

Notice periods

Your notice period will depend on your grade and job family. Information on these is available on www.imperial.ac.uk/hr/salaries

Sick Pay

Arrangements for reporting sickness should be discussed with your line manager. The sick pay arrangements are detailed below;

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>1 month</td>
<td>1 month</td>
</tr>
<tr>
<td>Second and third years</td>
<td>3 months</td>
<td>3 months</td>
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<tr>
<td>Fourth year and after</td>
<td>6 months</td>
<td>6 months</td>
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</tbody>
</table>
Payment and Tax

Payroll
The payroll team manage salary payments for all staff. Payroll are able to respond to your queries relating to pay including;

- If you believe that your net pay is incorrect
- If you believe your tax, national insurance and other deductions, bank details or season ticket loans are incorrect
- Queries concerning pay components other than basic salary
- Calculation of sick pay and maternity pay entitlement

Tax
Income tax in the UK is paid by everyone earning over the personal allowance threshold (£10,600 per annum in 2014-2015).

The amount of tax deducted from your pay is determined by your tax code. Your tax code appears every month on your payslip, and your final tax code appears on your P60.

An explanation of tax codes can be found here: [www.hmrc.gov.uk/incometax/tax-codes](http://www.hmrc.gov.uk/incometax/tax-codes)

Income Tax Calculator
To work out approximately how much your take home pay will be after tax and national insurance deductions, use the following calculator:


National Insurance (NI)
National Insurance is another tax paid by everyone working in the UK, and builds up your rights to certain benefits and social security.

The College’s Tax Office
If you believe you have paid too much tax or NI please contact the Tax Office on 0845 300 0627 or visit [http://www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Our tax reference is **951/C1YY**.

HM Revenue and Customs
Chapel Wharf Area
Trinity Bridge House
2 Dearman’s Place
Salford
M3 5BS

**P60**
Annual Certificate of Pay and Tax
P60 certificates are issued annually in May.

They state the total amount of tax and national insurance contributions that have been deducted from your earnings during previous tax year.

Please keep your P60 safe. You may need to refer to it in the future.
Pension Schemes

The College Pension Schemes are USS, SAUL and NHS. The Pensions Team can provide information on all pension matters.

SAUL is open to Staff in Professional, Operational and Technical Services job families’ level 3B or below. SAUL contributions are 6.00% personal contributions plus College contribution of 16%.

Detailed information on the scheme is available at www.saul.org.uk

USS is available to all academic and research staff and Professional, Operational and Technical Services job families’ level 4 and above. USS contributions are 8% personal contributions plus 18% College contributions.

Detailed information on the scheme is available at www.uss.co.uk

National Health Service Pension Scheme membership can be continued for any staff who have participated in the scheme in the preceding 12 months.

The College cannot offer the scheme to anyone who would be joining the scheme as a new member.

PensionSMART

As a member of the Universities Superannuation Scheme (USS) and the Superannuation Arrangements of the University of London (SAUL) you will be able to participate in the arrangements under PensionSMART which will reduce the amount of National Insurance Contributions (NIC) that you pay each month, resulting in a higher take home pay.

If you have any queries, please contact the College Pensions Office pensions@imperial.ac.uk
IMPERIAL EXPECTATIONS

Imperial Expectations are a set of seven statements which articulate how the College expects its leaders, managers and supervisors to behave.

Champion a positive approach to change and opportunity
You lead and manage change taking into account the impact on people and the needs and priorities of Imperial. You generate and recognise imaginative and innovative solutions.

Encourage inclusive participation and eliminate discrimination.
You treat individuals with respect, encourage involvement, and challenge behaviour, actions and words that do not support the promotion of equality and diversity. You comply, and ensure others comply, with legal requirements and organisational policies.

Communicate regularly and effectively within, and across teams.
You use communication styles appropriate to different people and situations to foster respect, understanding and collaboration. You present information clearly, concisely and accurately to promote understanding.

Consider the thoughts and expectations of others
You discuss and agree what is expected of others and what they can expect of you. You give people opportunities to express their views and provide feedback, and you respond appropriately.

Deliver positive outcomes
You deliver results, as an individual and team member, and consistently seek to improve your performance and that of your team. You monitor the quality of work and progress against plans and take appropriate corrective action, where necessary.

Support and develop staff to optimise talent
You value the contributions of your team, and encourage and support staff to make the best of their abilities. You give feedback to others to help them enhance their performance.

Work in a planned and managed way
You prioritise objectives and plan work to make best use of time and resources. You show integrity, fairness and consistency in decision making.
Overseas staff information

Below is information you may find useful if you have joined us from another country.

Bank Accounts

Natwest offer a service to overseas staff enabling them to open a bank account prior to arrival in the UK. To Apply you will need to visit NatWest’s website, www.natwestglobal.com decide which account you want, then download and print the forms from the website.

You will also need a letter of introduction from the College which you can request via engineering.hr@imperial.ac.uk

Accommodation

The College’s Accommodation Office can provide you with details of estate agents and available properties. If you are looking for a flat or flat-share, Gumtree is one of the most commonly used websites in London.

Living in London is useful when choosing an area of London to live in, it gives advice on the character of each area of London. Whilst www.tfl.gov.uk provides information on transport options and maps.

UKVI Requirements

If you have restricted entitlement to work in the UK and are employed under a Certificate of Sponsorship you must ensure a record of the following is maintained:

- Contact details, including;
  - Address
  - Home telephone
  - Mobile telephone
- Sickness absence
- Annual leave
- Special leave
- Sabbatical leave or Leave of absence
- Any other leave

More detailed information can be found in the Tier 2 (General) And Tier 5 (GAE) Workers: Your Responsibilities leaflet.
The Learning and Development Centre provides a range of development activities (such as personal training, team building events, consultancy, talent development programmes, coaching, one to one support, and blended learning) that enable staff across the College to learn the skills relevant to their current role, and develop skills and abilities that will equip them for promotion.

There are a wide variety of training courses available to staff at Imperial ranging from Talent Development to Project Management and bespoke courses designed to address specific issues.

The College also has a variety of development opportunities such as mentoring, the job swap scheme, coaching academy, PA and technician networks.
Staff Benefits

Ethos Sports Centre

Discount membership to our sports centre Ethos.
Facilities include gym, swimming pool, squash courts, climbing wall and various fitness classes.
www.imperial.ac.uk/ethos/

Cycling at Imperial

iCycle  Borrow up to £2K to purchase a bike
Bike Pool  Borrow a bike for free, for a maximum of 5 days at a time.
Bicycle parking facilities are provided across College campuses.

Season Ticket Loan

An Interest-free loan is available for the purchase of season tickets for travel from your home to your Campus by rail, underground or bus.

Confidential Care

All College staff and members of their family can get free, confidential advice on personal and financial issues from Confidential Care 24 hours per day.

Local Discounts

Discover South Kensington
(led by the Exhibition Road Cultural Group)

To receive regular updates on events in South Kensington and special offers for members, subscribe to their newsletter.

Victoria & Albert Museum
half price entry into exhibitions, plus 10% discount at Gift Shop

Natural History Museum
half price entry into exhibitions

Toni & Guy hairdressers
(local branches) amount of discount varies according to branch

Bookthrift
10% discount

Giraffe Restaurant,
Kensington High Street – 25% discount

Custard & Crumble
10% discount on all products, enter PROM010 at checkout
Family and Imperial

Parental Leave

Maternity Leave
52 weeks' Maternity Leave with 18 weeks full pay for eligible staff

Maternity/Paternity Support
2 weeks paid leave available to staff to support their partner

Shared Parental Leave - provides eligible parents with the opportunity to choose to share between them the care of their child during the first year following the child’s birth or adoption.

Childcare

The Early Years Education Centre provides childcare for children of staff and students from six months to five years. The centre offers an excellent reputation, convenient proximity to those working at South Kensington and competitively priced fees

www.imperial.ac.uk/eyec

Childcare Vouchers

Part of your salary can be exchanged for childcare vouchers. These vouchers are exempt from Tax and National Insurance (NI) contributions and could save you up to £624 a year.

The College also offers a monthly allowance of £124 to each College parent with a child aged under 5. The allowance may be used in full, tax free, to off-set the cost of childcare vouchers purchased through the College childcare voucher provider.

Full details and how to apply can be found at

www.imperial.ac.uk/hr/workingatimperial/ccsupport

Family Friendly Schemes

Parents’ Network
www.imperial.ac.uk/parentsnetwork

Maternity Buddy Scheme
Buddy up with other new mums to help you on your return to work

Babies and Bumps
Networking opportunities for new parents across College

Flexible working
Right to request a flexible working pattern in order to help you care for your child
Get involved at Imperial

Beyond your new position, there is so much going on at Imperial College that you can get involved in - from volunteering and charity work to being green!

Volunteering

Find a way to volunteer at Imperial. No matter how much or little time you have to give, there will be a project for you.
http://www3.imperial.ac.uk/volunteering

The Conversation Project

An opportunity to provide informal English conversation sessions for overseas students.

IntoUniversity Scheme

You can help in delivering tutoring, mentoring and motivation amongst primary and secondary school pupils.

Learning and Development Through Volunteering

You are permitted discretionary time off work to attend volunteer projects where you will gain valuable work skills where experience of a particular nature is difficult to arrange within one’s current job.
www.imperial.ac.uk/staffdevelopment/ldc/volunteering

Green Imperial

Dont Waste It - WARPit

The Waste Action Reuse Portal (WARPit) makes it easy to offer items such as furniture, stationery and unused printer cartridges to other departments or organisations. It only takes a moment register and the system is very easy to use:
WARPit reuse portal

Imperial are also committed to other forms of recycling such as food and battery recycling – to find out more visit:
www.imperial.ac.uk/estatesfacilities/services/wasteandreycling/initiatives

Staff Networks

Able@Imperial is a forum for disabled staff, staff who care for disabled dependents and staff with an interest in disability. The forum provides an opportunity to exchange information, ideas and raise awareness about disability within the College in a confidential and safe space.

Imperial 600 was established in 2006 to support lesbian, gay, bisexual, and transgender staff. Postgraduates are welcome to join. Straight allies are also welcome. Together with other staff networks, Imperial 600's role is to help the College promote equal opportunities.

Imperial As One is an advisory group made up of black and minority ethnic (BME) staff. This group helps set priorities and advises the College, particularly by examining custom and practice, the traditions of the College, and identifying how these impact on staff.