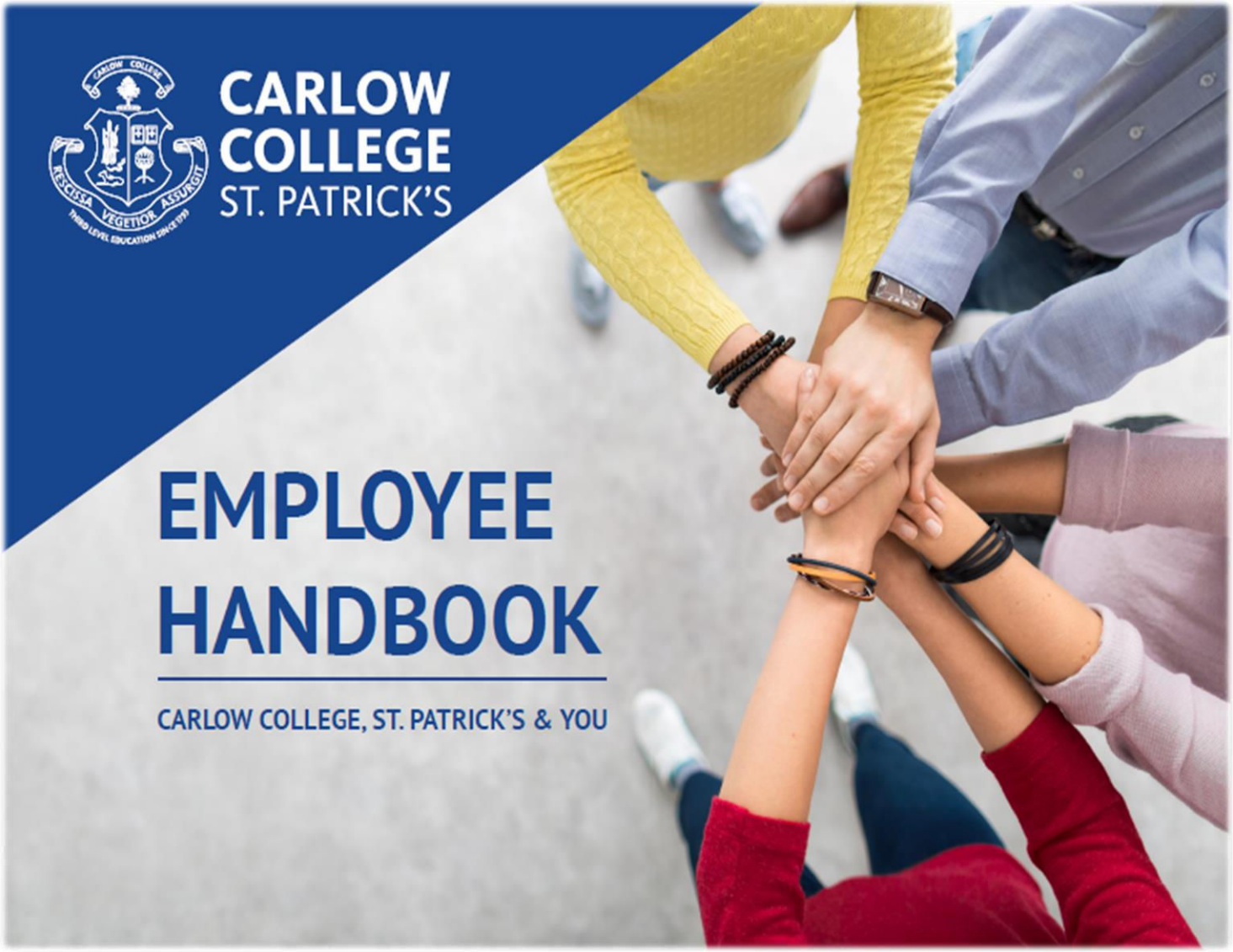
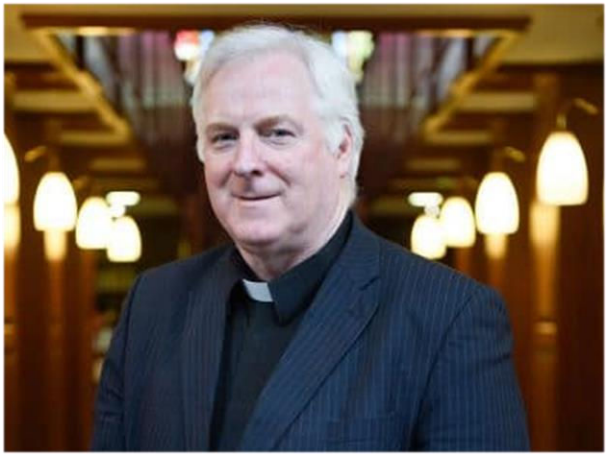


Carlow College, St. Patrick's welcomes you.

Welcome from the President



Fáilte isteach!

Hello and welcome to Carlow College, St. Patrick's, Ireland's second oldest Higher Education Institution. It is my privilege to be President of a College renowned for educating, engaging and inspiring students for almost 230 years with current graduates living and working across the globe. Our Catholic ethos is central to our self-understanding, motivation, and mission.

At Carlow College we believe that the student is the most important person on our Campus. Our students are an inspiration to us. They are driven, dedicated and determined to make a difference.

As a new staff member you will meet a committed and caring staff who endeavour to support our students in reaching their potential and achieving their goals. We are a student-centred College and we work with our students so that they may become well-rounded, creative, critical thinkers who will shape the political, economic and social agenda in Ireland and abroad.

We welcome you and express our sincere hope that you will be happy here in our College team and community. Thank you for choosing to work with us at Carlow College, St. Patrick's. I wish you every success in your new role.

Go n-éirí leat.

Fr Conn Ó Maoldhomhnaigh

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1. Mission, Vision and Core Values

Mission Statement

In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

Vision

Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate population to achieve their academic and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

Values

Our core values are:

Truth and Integrity

We aim to create a research-led teaching and learning environment that is interdisciplinary in nature, that inspires openness to new ideas and critical thinking and that is ethical in practice.

Respect and Justice

We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

Collaboration and Social Awareness

By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

Friendliness and Service

We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

Creativity and Innovation

We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

2. Carlow College, St Patrick's Ethos Statement

Carlow College, St Patrick's strives to be a place of active citizenship, a site of engaged critical thought, and a forward looking and responsive learning community for the twenty-first century and beyond. To this end, one of our principal aspirations is to foster a sense of civic responsibility amongst our students. We pursue this aim through educational programmes directed towards social understanding and transformation, the participation of our learners in the decision-making structures and processes of the college, and through lively debate on college and societal issues. In all this, we are motivated by the values of compassion, care, and mercy, as we are equally inspired by the rich spiritual traditions of Christianity.

Given the College's firm conviction that education is a public good, we perceive our learners as partners in the enterprise of knowledge building and critical understanding. All members of our learning community are equal citizens and collaborators in the college's educational endeavours. The core values of Carlow College, St Patrick's include: the pursuit of academic excellence, to be a model for the open and just institution, and to be a celebratory and caring one. We aspire to foster a culture of democracy within the College. This is modelled in our participatory governance style, which sees all members of the community dynamically involved in the shaping of the college, and through the culture of reciprocal respect that pervades every facet of college life.

Carlow College, St Patrick's recognises that the human person lies at the centre of all our efforts, and that the nurturing of human beings and their ideas is at the core of what we do. We understand the human to be a spiritual, psychological, emotional, social and physical being. We also recognise our responsibility to the wider environmental ecosystem within which we all co-exist. We strive to inspire creative and innovative minds that are outward looking, and which appreciate the value of community involvement and leadership, just as much as the role of the autonomous citizen. As an active expression of our vision, and as one embodiment of our values, we will always welcome, possess, and celebrate a diverse student cohort, whilst providing quality educational programmes that respond to the widest possible needs of a changing society.

In Carlow College, St Patrick's we recognize that higher education is a place and a process of transition, where individually and together, we strive to support our learners in their development towards finding their

own means of being in the world. We recognize the responsibility and reciprocity of the educational process. This recognition lies at the heart of our self-characterization as a community of learners, and we hold that education is one vital expression of the human endeavor that is our searching and our desire for relationship. We accompany each other on the journeying that is self-discovery and the unfolding of our various life-callings.

Following in the tradition of our founders, Carlow College, St Patrick's recognises the Catholic expression of Christianity as central to its self-understanding, motivation, and mission. Respecting this tradition, we strive to produce wise citizens who recognise the social nature of the human being, the interdependence of humanity, and the necessity of regard for the general welfare of all creatures on our planet, as essential to human flourishing and for the common good of all humanity into the future. At Carlow College, St Patrick's we value actions founded on truth, which strive towards justice, and are animated by love.

3. Governance

Carlow College, St. Patrick's is committed to developing and maintaining a governance and organisational structure that is effective, flexible, sustainable, transparent and viable. This commitment is outlined in the College's *Strategic Plan 2017 – 2022* whereby the following goals, in relation to governance and organisational structure, are prioritised: reviewing and monitoring on a continuous basis the effectiveness of organisational structures and processes within the College; outlining and revising key areas of accountability, roles and line management functions; continuing the development of a robust quality assurance system to inform and support governance and organisational structures; and ensuring that strategic targets set for the College have built-in mechanisms for monitoring their effectiveness.

The College's Governing Body was established with the signing of an Instrument of Governance on 22 November 2016. The role of the Governing Body is to provide strategic guidance and to monitor the activities and effectiveness of the management of Carlow College which it has entrusted to the College President. Additionally, the Governing Body also has a statutory requirement to ensure that the charitable mission of the College is safeguarded and carried out in accordance with the *Charities Act 2009*.

The Governing Body constructively supports the President and the two decision-making bodies within the College, the Management Board and Academic Council. Both the Management Board and the Academic Council have reporting committees that have defined responsibilities which are published in their terms of references.

3.1 Our Strategic Plan

We are a college committed to excellence, inclusivity and diversity through our transformational learning and teaching experiences.

The College's Strategic Plan sets out our mission and goals for the College until 2022. Extensive consultations with our community and our partners helped us develop our ambitious vision for the years ahead.

The College's Strategic Plan focuses on delivering our core mission to contribute to society through excellence in education and research. Our ambition is to be acknowledged nationally and internationally as a socially aware, creative and innovative institution, that promotes equality of opportunity in an educational space in a contemporary world.

Read our Strategic Plan here.

3.2 Carlow College Organisational Structure

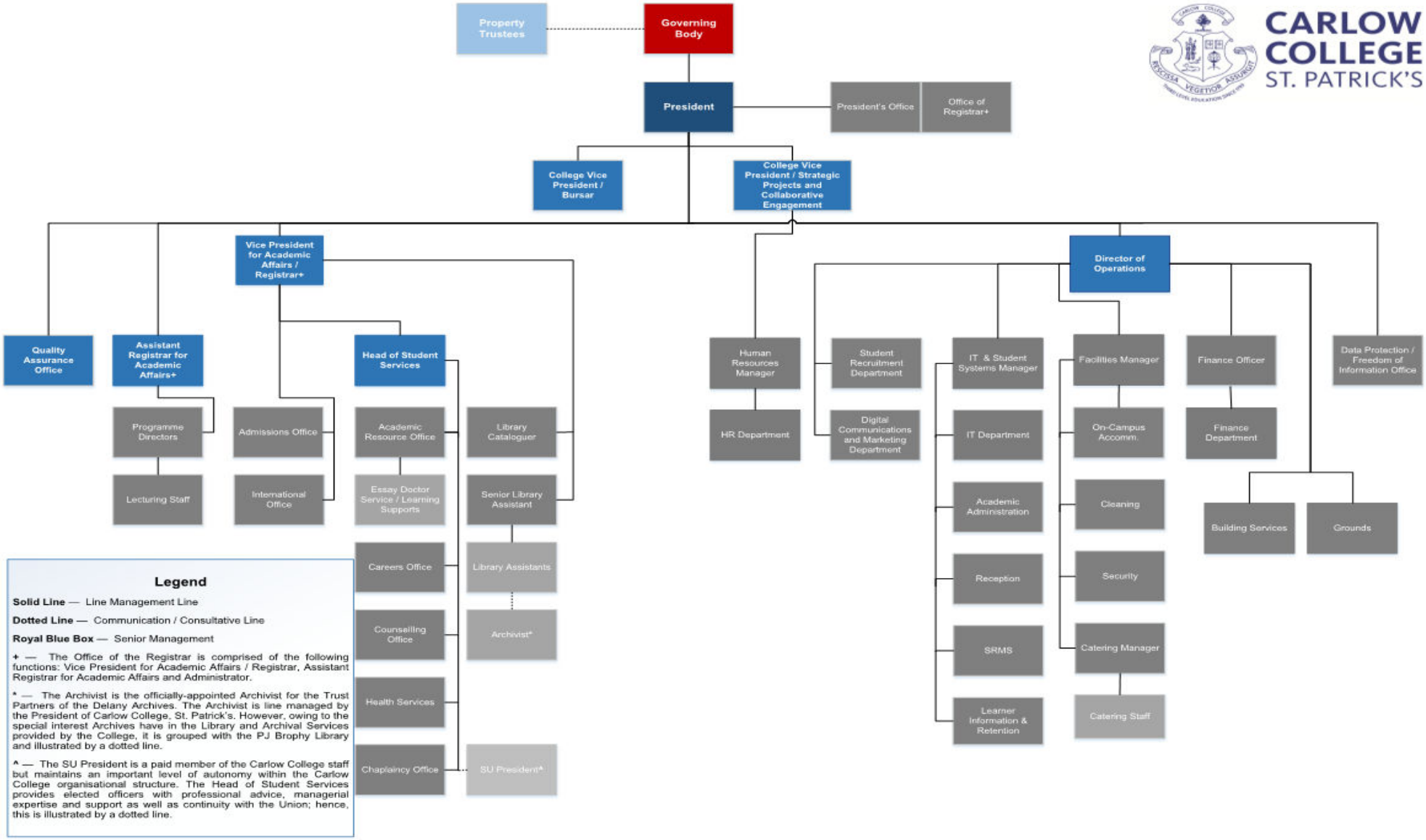
The Governing Body provides strategic guidance and monitors the activities and effectiveness of the management of the College, the said management of which it has entrusted to the College President. and delete rest of paragraph.

Figures 3.4 and 3.5 detail the College's Organogram and the College's Quality System Structure.

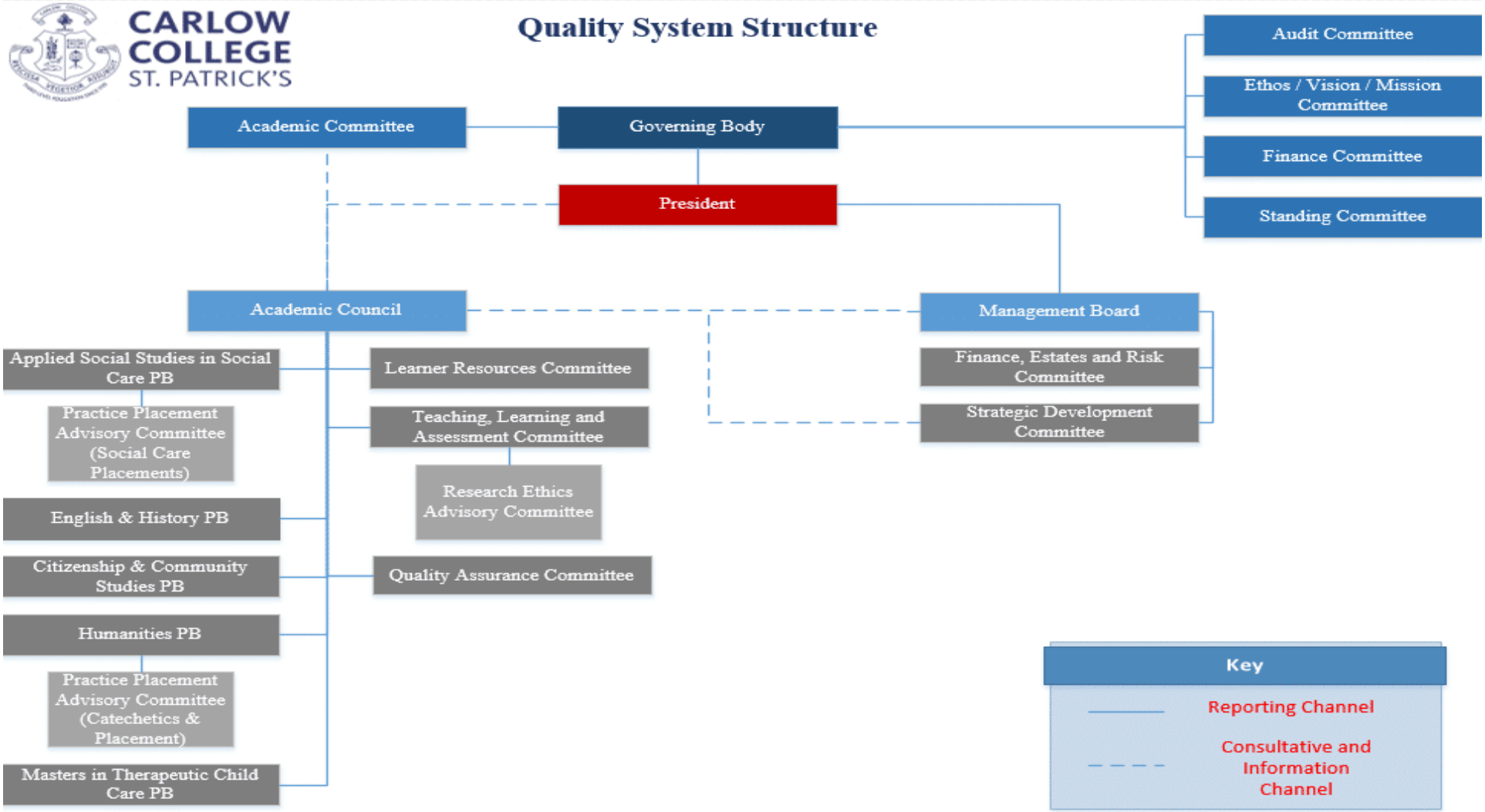
3.3 Staff Directory

You can also access our staff directory by clicking here

3.4 Carlow College Organogram



3.5 Carlow College Quality System Structure



4. A Welcome from Human Resources

Carlow College, St. Patrick's welcomes you to our dynamic team and thank you for choosing to work with us as you embark upon the next step in your career. The success of any organisation depends very largely on the employees and so we wish you the very best of luck in your role and your journey with us.

Carlow College provides equal opportunities and are committed to the principle of equality regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community. We will apply employment policies which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

In addition to this Handbook, new employees are asked to read the Quality Assurance Handbook, policies and supporting documentation and the Employee Benefits Handbook which can be found on the Staff Gateway.

In line with the Colleges QA Policy and employment legislation in addition to the requirement for continuous review and improvement to policies, work is ongoing on the development of policies to support this handbook/

A number of additional policies are currently in development which will be released through the Quality Assurance process to support (and in conjunction with) this Handbook. All employees should ensure to keep abreast of policy developments within the College and speak with their Line Managers, Quality Assurance, or Human Resources should they have any questions.

We welcome you and express our sincere hope that you will be happy here in our team and community. We ask that you study carefully the contents of this Induction Employee Handbook as, in addition to setting out our policies and practices, it also contains a great deal of helpful information.

Warm Regards,

Martina Tuohy, Human Resources Manager

4.1 Induction Employee Handbook

This handbook provides as a useful guide to all new and current employees. It provides information relating to the frequently asked questions asked by employees. Additionally, the handbook contains a comprehensive guide and information tool which has been sourced from a number of internal sources and it may be necessary for employees to consult a number of other documents and internal publications for more current information.

Below provides information relating to other sources of information and policies which you should consult.

1. Click here for access to our Staff Gateway: This provides information relating to all policies of Carlow College

2. Click here for our Quality Assurance Handbook (Website)

3. Click here for Quality Assurance Handbook available on our Staff Gateway.

4. Click here for our Employee Benefits Handbook

5. Click here to visit our website

6. Click here to view our Staff Academic Handbook

Feedback

The HR team are always looking to improve and update our systems, processes and documentation. Therefore, if you have any suggestions / amendments you would like to be considered in relation to this Handbook, please email hr@carlowcollege.ie

5. About Carlow College, St. Patrick's

Carlow College, St. Patrick's is situated in its own grounds on an eighteenth-century parkland and is known locally as St. Patrick's College. Carlow College is ideally located in the heart of Carlow town. Tullow Street is only one hundred meters away our staff have access to banks, shops, food outlets and a wide variety of social venues on the doorstep. Pedestrian access from the town centre is on College Street and is flanked by the Cathedral to the South and by the magnificent VISUAL Centre for Contemporary Art to the North.

The former entrance on College Street is now a pedestrian entrance and the railings which replace the high walls show off the College, its parkland and the Arts Centre, as an attractive feature of the town. The College is within walking distance of the facilities students need and the new entrance on the Dublin Road, with its spacious car park, for the many students who commute to the College from the surrounding counties.

Carlow College is proud of its long history and it maintains its strong tradition as a student friendly campus where students and staff work together to create the optimum atmosphere for staff and personal development.

Over the years Carlow has educated generations of politicians, priests, writers and public officials who were leaders in the society of their time. Today's students find employment in education, community work, the civil service, media and the social care field. A high percentage of our students proceed to postgraduate studies in the fields of Philosophy, English, History, Theology and Social Studies.

The College has partnerships with Carlow University, Pittsburgh, St. Ambrose University, Davenport, Iowa, the Illinois Consortium for International Studies and Programmes (ICISP), Mount Mercy University, Cedar Rapids, Iowa, Francis Marion University, Florence, South Carolina. The College signed a Memorandum of Agreement with Institute of Technology Carlow, now South East Technological University (SETU) on 11 February 2019.

Carlow College is a venerable institution with a progressive outlook. Most importantly, Carlow College is a vibrant place where students and staff thrive.

6. Your Employment Contract and Information

All employees who commence employment with Carlow College will be issued with a contract of employment which outlines your terms and conditions of employment. Employees receive two copies of their contracts whereby one of the contracts must be signed and returned to the HR Office. Once the contract is returned and signed to HR, payroll can then be notified to commence your employment with us.

6.1 Job Description

All new employees are provided with a job description of the position to which they have been appointed, amendments however may be made to job descriptions from time to time in relation to our changing needs and employees own ability. It may be necessary to perform alternative duties within the College relevant to your role(s).

6.2 Garda Clearance

As part of our Garda Vetting Policy, all new employees will complete the Garda vetting procedure before commencing employment with us. *The full Policy can be viewed on the Staff Gateway.*

6.3 Qualifications

Dependant on your role and requirements set out by other third party organisations i.e. QQI, it may be a condition of your employment that you have the necessary qualifications in order to perform your duties. Therefore, the College may request evidence of these qualifications as part of our Recruitment process. *Full details of our Recruitment and Selection Policy can be found on our Staff Gateway.*

6.4 Induction

At the start of your employment you will be required to attend an induction session(s) at which you will be made aware of the standard procedures and code of practice applicable to your individual role and responsibilities. From time to time we may amend the content of this induction and will require you to undergo further induction/training as necessary. *Further information can be obtained through the Staff Gateway.*

6.5 Probationary Period

You join us on an initial probationary period of six months (nine months for Academic staff) or as per indicated in your individual contract of employment. On successful completion of the Probationary period, you will become a member of our regular staff. *The full Policy can be viewed on the Staff Gateway.*

6.6 Employee Training

At the commencement of your employment you will receive on the job training for your specific job or be given a training programme, and as your employment progresses your skills may be extended to encompass new job activities within the College. Any training needs can be raised with your Line Manager and through our Performance Management and Development programme.

As part of continuous drive for educational excellence, we ask all employees to participate in ongoing CPD training as part of their role with Carlow College.

6.7 Performance Management and Development

The purpose of the Performance Management and Development Process (PMDP) within Carlow College is to ensure that the work performance and learning of every employee is managed effectively and fairly. This will be achieved through the process of an annual review of performance, interim reviews and regular one-to-one meetings throughout the year. The PMDP is designed to ensure that individual effort and career development are nurtured in a supportive way. *Full details of the Performance Management and Development Policy can be found on our Staff Gateway.*

6.8 Workload Allocation

This Policy was developed in consultation with our staff and approved by the Academic Council to establish the basic principles for a fair, equitable and balanced distribution of work amongst our Academic Staff.

This Policy provides Programme Directors, Human Resources and other relevant managers with a framework to work towards sustainable strategic resource planning which is subject to review annually and forms part of the Performance Management Process within the College. *Full details of the Academic Workload Policy can be found on our Staff Gateway.*

6.9 Mobility

Although you are usually employed at one particular site, you may be asked where applicable, to travel to and work from any other sites and/or the premises/residences of our clients/customers either on a temporary or permanent basis. This mobility aids with flexibility and building strong and important relationships with all our stakeholders.

7. Payroll Information

For weekly paid staff, the pay week ends on Sunday midnight. Wages are available each Thursday in arrears.

For salaried staff the pay month is the calendar month. Basic salaries are paid by the last day of the current month.

Employees will receive a payslip showing how the total amount of their pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. PAYE, PRSI, etc.

Relevant employees complete and submit timesheets (in order to ensure they receive the correct payment.

7.1 Employer Registration Number

The Employer Registration Number for Carlow College St. Patrick's is 0025478U. This number can be used for revenue, DEASP and tax related queries.

7.2 Tax and Revenue

At the end of each tax year you can obtain a P60 form using 'my account' on Revenue showing the total pay you have received from us during that year and the amount of deductions for Income Tax and PRSI. You should keep this document in a safe place as you may need to produce it if making enquiries with the Revenue, etc. If there is a change in your circumstances, you should contact the local revenue office.

7.3 Work Permits

Should you require a Work Permit/Green Card or similar paperwork to work in Ireland, it is your responsibility to maintain the validity of such documents. You should apply for a new permit in a timely manner prior to expiry of your existing permit. You must provide copies of all such documentation to HR on receipt of same.

Employees cannot commence employment with Carlow College until their work permit or relevant documents have been approved. Further information in relation to permits can be obtained from the Work Permit Section of the Department of Jobs, Enterprise and Innovation at www.djei.ie

7.4 Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this is not feasible, arrangements may be made for the overpayment to be recovered over a longer period.

Any pay queries which you may have should be raised with the Finance Office at accounts@carlowcollege.ie

8. Building Access / IT / General College Facilities

8.1 Access ID card

An Access ID card will be issued to you from Reception to allow you to access the offices and areas in Carlow College that you are permitted to enter. In the event that you lose your ID card you should contact Reception. Your ID card must be used at all times when entering and leaving the College.

8.2 Visitors

For safety reasons, Reception must be aware of all visitors on the premises, therefore a sign-in arrangement is in place. Visitors to the College should be accompanied for the duration of their visit as far as possible by an employee, who is responsible for ensuring they leave the building before the offices are locked up for the evening / weekend or in the event of an emergency.

If this is not possible, the visitor must be advised by the relevant employee of the evacuation procedures for emergencies. If you are arranging meetings that start before 9.00 a.m. make sure that someone or you are at reception to let attendees in. If there are visitors on site after 5.00 p.m., there should also be a member of staff on the premises.

8.3 Car Parking Spaces

Cark parking is available to employees a cost of €10.00 per year. To avail of this, please contact Reception at: reception@carlowcollege.ie.

8.4 Staff Room

Free Tea & Coffee is available in the Staff Room located on the first floor of Middle House. We provide a fridge in our staff room, where you can store your lunch. If eating at your desk, you must return plates and cutlery to the Dining Room/Staff room as soon as possible after finishing your meal. Tea is also available at no cost through the College Dining Hall which also offers subsidised food during the academic year.

A vending machine is also available on the ground floor.

8.5 Bike Parking

If you cycle to work, a bike rack is provided on the grounds of the College.

8.6 IT Services

Information on IT services for new staff such as WIFI access, access to drives, Moodle etc. can be obtained by emailing itsupport@carlowcollege.ie

All staff have a responsibility to maintain the security of the computer equipment which they use in addition to the data on the Carlow College network. Therefore, all new staff should seek guidance and advice from the IT Office on how to keep your equipment and data secure and importantly, should familiarise yourselves with all *IT policies which can be viewed on the Staff Gateway.*

8.7 Phone and Voicemail Setup

To set up your phone and voicemail, please email facilitiesmanager@carlowcollege.ie for further information.

8.8 Waste

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations. You are able to promote this policy by taking extra care during your normal duties by taking note of the following points:

a. Handle machines, equipment and stock with care.
b. Turn off any unnecessary lighting and heating. Keep doors closed whenever possible and do not allow taps to drip.
c. Start with the minimum of delay after arriving for work and after breaks.

8.9 Clean Desk Practice & Cleaning Service

Good working habits and a tidy place to work are essential for job safety and efficiency. Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times. All employees are asked to keep their work space organised and clean. At the end of each working day you should clear your desk of paperwork and files. It is important, even when leaving your desk during the day that it is kept clear of clutter and that confidential information is kept out of view and locked away. Personal belongings such as coats, jackets, shoes, umbrellas, bags should be kept safely away to avoid slips and trips.

A cleaning service is provided weekly and you are requested to use the appropriate waste baskets. Recyclable materials should be disposed of in the recycling bins provided throughout the College. All business records, including personal data, must be disposed of securely. This means that paper records should be shredded prior to placement in a recycling bin. Information in relation to our Data Protection Policy can be obtained through the Staff Gateway.

8.10 Employees Property

You are responsible for safeguarding your property and you should be vigilant at all times. You are provided with a desk pedestal and key, which must be

locked if you're away from your desk. The College does not hold responsibility for loss or damage to your property on the premises. You should report any lost or found property to your Line Manager and Reception.

8.11 Mail

Outgoing post

Outgoing post should be franked and deposited in the outgoing trays in reception by 4.00 p.m. each day. If there is a large mailing, please inform Reception at least 24 hours in advance of the mail out. This is to allow Reception to book a collection with An Post.

Registered post should be ready by 3.30 p.m. each day. The letter/package should be labelled with the registered post label and entered in the Registered Post Book. The envelope should be put on the scales and franked using the registered post button.

Incoming post

Incoming post is received at reception. This is then sorted and distributed to each departments using the appropriate designated post box for each individual / department.

Internal post

Internal post should be deposited in the relevant post box/tray provided in Reception.

8.12 Stationery Orders

To order stationery, please email Reception for information.

8.13 Parking

To avoid congestion, all vehicles must be parked only in the designated parking areas. No liability is accepted for damage to private vehicles, however it may be caused.

8.14 College Security

Carlow College Campus is secured and monitored by Netwatch, a CCTV security system, 24 hours a day. In addition to this service, the College has on-site security staff. *Employees can refer to our CCTV Policy for further detailed information which can be obtained through our Staff Gateway.* Additionally, you can email facilitiesmanager@carlowcollege.ie

8.15 Lost Property

Articles of lost property should be handed to your Line Manager who will retain them whilst attempts are made to discover the owner.

8.16 College Property

Use of such property for any purpose other than normally defined duties is not permitted. Property of any type is not to be taken away from the premises unless with prior approval. You must notify your Line Manager of any damage to property or premises.

8.17 College Tools/Equipment

The College provides you with tools/equipment necessary to carry out your duties. You should keep these in good repair and secure at all times. You must report any lost or mislaid tools/equipment to your Line Manager in the first instance. You must return College tools/equipment upon leaving employment. Failure to do so may result in a deduction to cover the cost of tools/equipment being made from monies due to you.

9. Human Resources and You

The HR Office is available to answer any queries you may have in relation to your employment journey with Carlow College. The Office is open from 9.00 a.m. – 5.00 p.m. Monday to Friday. Queries can be emailed to hr@carlowcollege.ie or you can drop into the offices which are located on the 2nd floor (Middle House).

9.1 Change in Personal Details

We ask that you notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours. Employees can update their details using the BrightHR system.

9.2 Emergency Contact Details

Emergency contact details and personal details are kept on file in the event that we would need to contact you urgently or someone on your behalf. Please keep the HR Office informed of changes to this information. Employees are asked to update their personal details using the BrightHR System.

9.3 Personnel Files

There is a file for each employee incorporating their curriculum vitae, offer letter, contract details, medical certificates, correspondence etc. You are entitled to inspect your own personnel file and we in the HR team, operate an open door policy whereby you can make arrangements with us and/or you can contact the Data Protection Officer. Access to your file is restricted to your Line Manager, the HR Office.

9.4 Work References

Work references are only provided by the Human Office. Employees or Line Managers are not

permitted to provide work references for people who have left the College. The HR Office will respond to any reference requests with standard details of the position, place of work and dates of employment. We do not provide character or performance references.

9.5 Recruitment and Selection

You are welcome to apply for any vacancy arising within the College once you have satisfactorily completed your probation and have one year's service. Detailed job specifications will be prepared and circulated to employees.

Open positions are emailed to all employees and are published on our website. If you are interested in applying for or finding out more about a position you should talk to your Line Manager or Human Resources.

Depending on the role, internal employees will normally go straight to second round interviews. Employees wishing to interview for a position, should submit a detailed cover letter and their most current C.V. *Full details of the Recruitment and Selection Policy can be found on our Staff Gateway.*

9.6 Recruitment and Selection of Temporary Employees

Due to certain project and work deadlines, we may hire temporary employees. Should a department require a temporary employee, Line Managers should submit a request to the Human Resources Office, utilising the relevant Recruitment Request Form. This request requires approval by Human Resources, the Line Manager, Director of Operations and the President.

The HR Office may then enlist the services of a recruitment agency or conduct telephone interviews with potential suitable candidates. Successful candidates will/may then be interviewed by the Line Manager and a member of the HR team.

9.7 Dress Code

As you may come into contact with students, visitors and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. We apply the smart casual dress code, staff should always be neat and tidy and have high levels of personal hygiene and grooming.

9.8 Double Employment

Under the Organisation of Working Time Act 1997, employees should have:

- 11 hours' consecutive rest in each 24-hour period.
- A period of 24 hours' rest in each consecutive seven-day period (this period should be preceded by 11 hours' daily rest).

This effectively means employees are entitled to 35 hours' consecutive rest in each consecutive 7-day period.

The legislation limits the maximum number of hours an employee can work. In order to ensure compliance

9.9 Trade Union Membership

Carlow College St Patrick's recognises SIPTU in respect of all if it's employees. The College recognises that the right to join a Union and collective representation, alongside a human resources infrastructure and robust quality framework are critical to a fair workplace.
Full details of our Staff Union can be found on our Staff Gateway

10. Other Terms of Employment, Information & Procedures

10.1 Travel Expenses

The College will reimburse you against receipts for costs involved whilst travelling on our business, details of which can be requested from the Finance Office. Please refer to your individual Contract of Employment.

10.2 Buying or selling of goods

The College does not permit the buying or selling of goods on your own behalf on our premises.

10.3 Car Insurance

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover and a copy of your current certificate is made available to your Line Manager and Human Resources. A copy of this will be retained on your personnel file.

10.4 Driving Licence

If it is a requirement of your job duties that you possess a current driving licence, the loss of such a licence as a result of a motoring conviction or on health grounds, may, if we are unable to provide suitable alternative employment, lead to the termination of your employment. You are required, wherever applicable, to produce your driving licence for our inspection at any time when so requested by

your Line Manager/HR. A copy of this will be retained on your personnel file.

10.5 Car Upkeep

You are obliged to ensure that your car is properly maintained and has an up to date NCT certificate should you use your vehicle for work related activities and business. A copy of your current certificate is made available to your Line Manager/HR. A copy of this will be retained on your personnel file.

- A period of 24 hours' rest in each consecutive seven-day period (this period should be preceded by 11 hours' daily rest).

This effectively means employees are entitled to 35 hours' consecutive rest in each consecutive 7-day period.

The legislation limits the maximum number of hours an employee can work. In order to ensure compliance with the Organisation of Working Time Act 1997, the College has a requirement to evaluate cases where employees may be simultaneously employed by organisations outside the College. It is therefore necessary for all employees to provide us with details of any other paid employment that the employee is engaged in.

Employees who are self-employed are not covered by this provision. Also excluded are employees who are working for a relative and are members of that relative's household and whose place of employment is a private dwelling house or farm in or on which they and the relative reside.

Please note that should a situation arise where the combined hours worked for the organisation and for the other employment, prevent Health and Safety required rest periods and place the College (and the employee) in breach of the legislation, then the employee concerned must change/reduce the hours worked in the other employment in order to prevent such a breach occurring.

To ensure the College and you are not in breach of this Act, certain information is required. This is outlined in the Double Employment Form which can be obtained through the *Staff Gateway*.

11. Carlow College Benefits

Carlow College offers an attractive benefits package, which includes a Pension Scheme, Travel Saver tickets, and Bike to Work scheme amongst others. Below outlines general information pertaining to benefits offered by Carlow College. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.1 Personal Retirement Savings Account (PRSA)

There is a Personal Retirement Savings Account (PRSA) scheme (which the College will also contribute to) applicable to your employment after successful completion of the probationary period, details of which are available separately from our Finance Office.

11.2 Taxsaver

This scheme lets you purchase annual TaxSaver commuter tickets from Dublin Bus, Iarnrod Eireann and Luas through Carlow College. The TaxSaver scheme is operated by Dublin Bus and Iarnród Éireann in conjunction with the Revenue Commissioners.

By availing of the scheme, you can save up to 48% of travel costs as a result of tax and PRSI savings. The scheme is administered by the Finance Office and further information is available from this office or by consulting www.taxsaver.ie. This scheme is offered to all employees who have successfully completed their probation period. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.3 Bike to Work Scheme

The Bike to Work Scheme is a tax incentive scheme which aims to encourage employees to cycle to and from work. Under the scheme employers can pay for bicycles and bicycle equipment for their employees and the employee pays back through a salary sacrifice arrangement of up to twelve months. This scheme is offered to all employees who have successfully completed their probation period. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.4 Employee Savings Scheme

You can have an amount deducted from your Net Pay Weekly / Monthly and held in Employee Savings. Amounts saved weekly / monthly will be shown on your payslip. The accumulated Savings figure will also be displayed.

Savings will only be reimbursed through Payroll and you can request withdrawals of all or some on any pay week / month. Notification of Savings Deduction or

Savings Withdrawals must be emailed to the Finance Office, five working days prior to weekly / monthly payment date.

The Employee Savings Scheme is intended for short term savings only. This scheme is offered to all employees who have successfully completed their probation period.

This benefit is being phased out and the 2022 / 2023 academic year will be the final year the scheme runs. All savings will need to be taken out by June 30th 2023.

11.5 Employee Assistance Programme

We recognise that sometimes you may face certain challenges in your work and home life that are difficult to deal with. We subscribe to a confidential and professional life management service which provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is felt clinically appropriate.
The EAP is provided by VHI Corporate Solutions. The EAP is a Confidential & Specialist Information and Counselling service and is available 24 hours a day, 365 days a year. These services are also available for family members to avail of.

How can I access the EAP?

- You can free-phone 1800 995 955 or
- Email an enquiry to the specialist information service: eap@vhics.ie or

For the username and password, please see the Staff Benefits Policy and/or contact HR for any general queries you may have about this excellent service.

Employee probationary periods do not apply to the Employee Assistance Scheme. It is open to all employees on commencement of employment. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.6 Microsoft Home User Package (MHUP)

This scheme allows you to avail of a fully licensed version of Microsoft Office 2010 / Visio / Project to use on your home computer using a valid College email address. You can avail of this software while employed in Carlow College. We do not provide IT support regarding the offer and you are entirely responsible regarding its use. This scheme is offered to all employees who have successfully completed their probation period. Please contact the IT Office for further information.

11.7 Annual Leave

Carlow College's annual leave year begins on September 1st and ends on August 31st each year. Your annual holiday entitlement is shown in your individual Contract of Employment. *Full details of the Annual Leave Policy can be found on our Staff Gateway.*

11.8 Public Holidays

Your entitlement to public holidays and to any additional payment which may be made for working on a public holiday is shown in your individual Contract of Employment.

11.9 Bereavement and Compassionate Leave

Bereavement and Compassionate leave is a paid leave benefit offered by the College in the event of the death of an employee's family member, as identified within the policy. Employees can avail of up to five days' bereavement leave as outlined within the policy. Employees may be granted leave of absence with pay of up to five days, in the event of the death of an immediate family member (spouse or civil partner, partner, parent, sister, brother, son, daughter, grandparent, grandchild, niece, nephew).

Employees may be granted leave of absence with pay of two days, in the event of the death of a non-immediate family member (defined as mother/father-in-law, uncle/aunt, son/daughter-in-law. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.10 Educational Assistance

Carlow College wishes to encourage employees to further their educational standard and attain qualifications which are job associated. During performance reviews, a formal opportunity exists for employees to outline how they would like to see their careers develop within the College and how the College can help them in this regard. Where employees undertake a relevant recognised formal course of education, the College, in its absolute discretion, may provide financial support to employees to assist with the cost of undertaking such a course.

This scheme is offered to all employees who have successfully completed their probation period. If you wish to avail of educational assistance from the College, please speak with your Line Manager and Human Resources. *Employees can refer to the Employee Benefits Handbook for further detailed*

information which can be obtained through our Staff Gateway.

11.11 Study and Exam Leave

Carlow College wishes to encourage employees to further their educational standard and attain qualifications which are job associated. During performance reviews, a formal opportunity exists for employees to outline how they would like to see their careers develop within the College and how the College can help them in this regard. Where employees undertake a relevant recognised formal course of education, Carlow College may provide support by way of examination leave and study leave.

The College currently offers five days' study leave (pro rata'd for part-time employees) to employees (following completion of successful probationary period) who are undertaking an approved educational course/programme. This leave is offered at five days per academic year and cannot be carried over. Special leave of up to 5 days with pay may be afforded for examinations scheduled during working hours and/or evenings within the working week. This leave will be granted where evidence of the professional exams, i.e. the College Examination timetable, is produced to the Line Manager and Human Resources. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.12 Conferring Leave

Leave for Conferring's/Graduations with pay may on application be given on the occasion of a staff member being conferred on successful completion of an approved course. This scheme is offered to all employees who have successfully completed their probation period. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.13 Professional Membership Fees

The College may, in its absolute discretion, pay for professional membership fees. This scheme is offered to all employees who have successfully completed their probation period. If you would like the College to pay professional fees, please speak to your Line manager and Human Resources. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.14 Carlow College Conference Attendance – Expenses

Carlow College recognises that the process of attending conferences and presenting papers is at the core of good academic teaching, research practice and professional engagement. These presentations are seen to enhance both the reputation of academic staff, professional staff and Carlow College. Following approval, all staff are required to book this leave through the BrightHR System. This form must then be sent to HR for recording. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.15 Academic Staff PhD Bursary

Carlow College recognises that a PhD is internationally recognised as the entry level qualification for lecturing staff working in third level institutions. The requirement for staff to hold a PhD, or a professional practice doctorate in certain circumstances, will be reflected in job descriptions and person specifications for teaching and research posts at the College.

To encourage and facilitate existing full-time staff to complete their doctoral studies whilst in the employment of Carlow College, the College offers a once-off College Bursary in the sum of 3,000 Euro to all full-time staff undertaking doctoral research. This award can be claimed following the conferring of the degree. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.16 Academic Book Publications Bursary

Carlow College seeks to encourage and facilitate full-time staff seeking to publish their research in book form. The College recognises that academic publishers increasingly seek a financial contribution from authors to defray publishing costs. A grant in-aid of publication fund has therefore been put in place to which members of staff can apply when they are at the stage of submitting a manuscript to an establish and respected publisher. *Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.*

11.17 Academic Staff Post-Doctoral Research Leave

This leave and its subsequent procedures applies to academic staff working across all programmes in respect of applications for post-doctoral research leave.

Five days' research leave will be granted annually in respect of post-doctoral research. These days can be

used for example, for visiting libraries/archives, collaborating with colleagues in other institutions on research projects and meeting editors and publishers. This will be pro-rata for part-time staff. These should be days on which lectures are not scheduled so as to minimize disruption to schedules. This extra leave is intended to be used to support staff to attend meetings and other events relevant to their research profile and the publication of their work.

All full-time academic staff at Carlow College receive forty days' annual leave (pro-rata for part-time staff) in recognition of the expectation that academics spend time over the summer break on research related activities. Any request for post-doctoral leave that exceeds five days will therefore be treated as annual leave and must be applied for through the BrightHR system, however the staff post-doctoral research leave application form) must be submitted to the Registrar's office in the first instance for prior approval. When making applications staff members are asked to bear in mind that annual leave is not usually granted during the academic term and to therefore endeavour to minimise disruption to lecturing and teaching duties.

Employees can refer to the Employee Benefits Handbook for further detailed information which can be obtained through our Staff Gateway.

11.18 Flexi-Time

Flexi-Time is different from other 'flexible working arrangements' offered by the College which include part-time working, reduced hours, term time and hybrid working. Flexible working arrangements are therefore not recorded the same way Flexi-Time is.

Flexi-Time is a scheme whereby Staff availing of Flexi-Time can start and finish work within specified flexible bands, which are outside of specified core hours when staff have to be available to the College. Staff availing of Flexi-Time can also build up hours whereby a Flexi-Day can be taken. *The full Policy can be viewed on the Staff Gateway.*

11.19 Hybrid Working

The College continues to be committed to policies and procedures which support flexibility in the workplace and is in the process of reviewing the possibility of a Remote (Hybrid) Working Policy. *The full Policy can be viewed on the Staff Gateway.*

11.20 Wellbeing

The College has recently developed a Wellbeing Handbook promote the College's commitment to Workplace Wellbeing. The College recognises the importance of employee wellbeing and that a work environment that fosters and supports employee wellbeing is hugely beneficial for all concerned. *The Handbook can be viewed on the Staff Gateway.*

The College are currently developing a number of new policies including Gender Identity and Expression, Career Break, and Sabbatical Leave to align with our strategic goals and objectives.

12. Additional Leave Information

12.1 Maternity/Paternity/Adoptive Leave

Carlow College offers a top up payment for Maternity / Adoptive leave, should an employee have more than six-months continuous service (and have successfully completed their probation period) on commencement of maternity leave

All other entitlements are in accordance with statutory provisions and in line with our Full Maternity/Adoptive Leave Policy which can be found on our Staff Gateway.
You should notify your Line Manager/HR at an early stage so that your entitlements and obligations can be explained to you and a full copy of our policy be provided to you. *The full Policy can be viewed on the Staff Gateway.*

12.2 Paternity Leave

Carlow College offers a top up payment for Paternity leave, should an employee have more than six-months continuous service (and have successfully completed their probation period) on commencement of Paternity leave. All other entitlements are in accordance with statutory provisions. *The full Policy can be viewed on the Staff Gateway.*

12.3 Parental Leave

You may be entitled to unpaid Parental Leave, depending on the age of your child(ren) and your length of service with us. If you wish to take unpaid parental leave, you should notify your Line Manager/HR so that any entitlement can be explained to you. *The full Policy can be viewed on the Staff Gateway.*

12.4 Parent's Leave

This enables parents and those acting in loco parentis to take five weeks paid leave within the two years of the child's birth. An additional two weeks leave (totalling seven weeks) will come in effect in July 2022. *The full Policy can be viewed on the Staff Gateway.*

12.5 Force Majeure Leave

If you need to take time off work for urgent, emergency or unforeseen family reasons, you may be entitled to a limited amount of paid leave in accordance with the current statutory provisions. The statutory entitlement to 'force majeure' leave may arise where your immediate presence with a near relative (your child, spouse or partner, sibling, parent or grandparent) is required as a result of his/her injury or illness in unforeseen circumstances. It is your responsibility to apply for this leave as soon as possible following your return to work. *The full Policy can be viewed on the Staff Gateway.*

12.6 Carer's Leave

You may be entitled to carer's leave, depending on whether you meet certain Social Welfare criteria and your length of service with us. If you wish to take carer's leave, you should notify your Line Manager/HR so that any entitlement can be explained to you. *The full Policy can be viewed on the Staff Gateway.*

12.7 Jury Service

If you are summoned to Jury Duty you must inform your Line Manager/HR as soon as possible and produce the jury summons. If you are summoned for Jury Duty on a scheduled working day you should provide evidence of attendance at Court to your Line Manager/HR. Where you are called for Jury Duty you will be entitled to time off with pay for the required length of time. If you do not have to attend court, you are expected to report to work each day. *The full Policy can be viewed on the Staff Gateway.*

12.8 Witness Duty

Where you are required to attend as a witness, no payment shall be made by the College.

12.9 Time Off in Lieu (TOIL)

It is the policy of Carlow College that a Time Off in Lieu (TOIL) system will operate for time worked over and above an employee's normal contracted working hours. Carlow College intends to ensure employees are appropriately compensated when, due to the requirements of their role, they work hours over and above their normal contracted working week. This is to ensure employees avail of adequate rest outside of the working environment.

It is necessary that the policy and guidelines are operated with flexibility. TOIL is time off which you are allowed to take instead of overtime pay, for hours worked beyond the working day (i.e. evenings and weekends). *The full Policy can be viewed on the Staff Gateway.*

12.10 Business Absence

Your absence from the College on Business must be recorded on BrightHR This ensures the welfare of staff is managed appropriately in line with Health and Safety Legislation, European Working Time Directive and the Organisation Working Time Act 1997. The Absence record created through BrightHR or by using the BrightHR App, when authorised by your line manager, is important in this regard.

12.11 Hospital Appointments

Leave for medical appointments will be granted when employees forward a copy of the medical appointment letter to both the Line Manager and HR Administration with the time and date at least two weeks in advance of the appointment. *Full details of the Sickness Absence and Management Policy can be found on our Staff Gateway.*

12.12 GP/Dental/Other Appointments

There is no paid sick leave for G.P/dental/other appointments. With minimum disruption to the working day, your Line Manager may agree with you that hours for such appointments are made up at another time. Confirmation of the appointment is required for e.g. G.P. / Dentist certificate / note on headed paper and /or receipt. *Full details of the Sickness Absence and Management Policy can be found on our Staff Gateway.*

12.13 Elective Procedures

Leave for elective procedures, (which are not cosmetic), will be granted when the employee forwards a copy of the medical procedure advising of the time and date. *Full details of the Sickness Absence and Management Policy can be found on our Staff Gateway.*

13. Sick Leave

This scheme is offered to all employees who have successfully completed their probation period.
For full-time working employees, Carlow College will ensure full payment up to a maximum of ten (10) working days in any 12-month consecutive period. This will be pro-rata'd based on your contract start and end date. This sick leave and related payment is pro-rata for part-time employees.

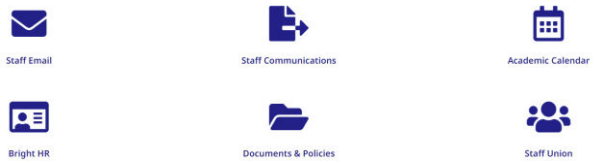
Employees can claim Illness Benefit from the DEASP for the number of sick days exceeding three (3) days. Please direct the Department to send the payment to you directly (i.e. rather than to the College). *Full*

details of the Sickness Absence and Management Policy can be found on our Staff Gateway.

13.1 Notification of Sick Leave

In the event of absence from work you are required to contact Human Resources and your Line Manager as soon as possible, or at the latest within half an hour of your normal starting time on the first day of absence.

Should Human Resources be unavailable, staff are required to contact Reception and their Line Manager within half an hour of the normal starting time on the first day of absence. (Voice messages, email or text messages are not acceptable) in these instances. *Full details of the Sickness Absence and Management Policy can be found on our Staff Gateway.*



13.2 Return to Work

All employees are required to attend a return to work meeting with their Line Manager when they return to work following an absence. This is done by completing a return to work form. Further details in relation to this can be found *Sickness Absence and Management Policy can be found on our Staff Gateway*

14. Working Hours at Carlow College

In accordance with the Organisation of Working Time Act 1997, Carlow College is committed to the welfare of its employees with regard to their time spent at work. All employees, whether full-time, part-time or fixed term are covered by the legislation.

Daily Break Period - All employees must take a break of at least 15 minutes if working more than four and a half hours or a break of at least 30 minutes if working more than six hours. (This may be inclusive of the initial 15-minute break).

Daily Rest Period - Employees affected by this legislation must take a rest period of 11 consecutive hours in each 24-hour period.

Weekly Rest Periods - All employees must take a rest period of at least 24 consecutive hours in each period of seven days.

In accordance with this legislation relevant staff members are required to keep an accurate record of their hours worked, and will be provided with a time-sheet for this purpose. This will be signed off by the employee's Line Manager on a weekly/monthly basis. It is important that this form is accurately filled out as hours and/or wage details may be taken from these records which will be kept on file for three years. Therefore, you must remember to complete the form and have it counter signed by your Line Manager.

If you are unable to take a rest break in your job, you must notify your Line Manager in writing (within one week) that you were unable to take this break. Your Line Manager will look at the reasons why you were unable to take your break and at any health and safety issues that might or have arisen relating to you and your job.

If you do not notify your Line Manager within one week you will forfeit that break. If after investigation you are offered the break and refuse, it shall be seen as your decision and the College is not obliged to offer you a further rest break. However, we do ensure employee's rest breaks are taken. *Please refer to your individual contract of employment for your break entitlements.*

14.1 Time Keeping

You should be at your desk ready to start work as specified in your contract of employment. Promptness and regular attendance are important factors in the performance of each individual. Punctuality and a good attendance record are essential.

If you are delayed, for whatever reason, call your Line Manager personally and as soon as possible before your shift starts and give an expected time for your arrival. Other people calling your Line Manager on your behalf or you sending a text message to say that you are late is not acceptable.

We attach importance to punctuality and Line Managers are responsible for monitoring and managing the timekeeping of employees reporting to them.

14.2 Lateness/Absenteeism

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your area of work.

All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook and in the Sickness Absence and Management Policy.

Lateness or absence may result in loss of appropriate payment.

Records of days and total hours worked by employees in Carlow College while not at present (and is under review), may be kept using electronic record-keeping facilities, or manual record-keeping facilities (using Form OWT1/Carlow College Timesheet or a form to substantial like effect).

14.3 Change of Working Hours

The College may accept a request to a change of working hours. Employees who wish to avail of a change to their working hours must submit a request in writing to both their Line Manager and the Human Resources Office, twelve weeks before the commencement of the proposed changed hours.

The College will consider all requests on a case by case basis however this is at the discretion of both your Line Manager and the College. All arrangements of changed working hours will be reviewed after an initial three-month period to ensure that the requirements of the role/team are being fulfilled and the arrangement is working satisfactorily for both you and the College.

The College reserves the right to withdraw the working arrangements and to require you to return to working within the normal working time arrangements.

14.4 Work Assignment

The College shall have the sole discretion in determining levels of competency and assigning duties and work places to employees with due regard to the safety of employees and the efficiency of operations. The College reserves the right to change employees' functions and/or to assign other job duties to employees from time to time. You will be notified in advance of any such changes.

14.5 Exclusive Nature of Post

During the period of this contract, you will devote the whole of your time and attention to the business of Carlow College and you undertake that during the period of this contract you will not engage in any other activity which is likely to prejudice your ability to serve the College, nor will you engage in any business activity which may cause a conflict of interest with the business of Carlow College. You may not engage in or be connected with any outside employment, appointments or activities unless authorised in writing to do so by Carlow College. It is your responsibility to inform your Line Manager and Human Resources of any such activity.

14.6 Continuous Improvement

Carlow College is committed to continuous improvement in the service provided to its Students. This requires a continued need for adaptation and change, both in the activities of the College and in the processes and procedures adopted by it for its employees. All employees are asked to co-operate in implementing necessary and reasonable change.

15. Leaving Employment with Carlow College

15.1 Retirement

The normal retirement age in Carlow College is in line with the State Pension Age. It is College policy for employees to retire at the end of the week in which the applicable retirement date falls. *Full details of the Retirement Policy can be found on our Staff Gateway.*

15.2 Return of our Property

On leaving Carlow College you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

15.3 Resignations

All resignations by employees must be supplied in writing to your Line Manager and HR and if possible stating their reason for resigning.

15.4 Exit Interview

When you resign from the College you may be asked to complete an exit interview form with HR. This information helps us to identify areas where we can improve employee relations and/or the arrangement of work.

15.5 Accrual of Annual Leave

On leaving Carlow College, any holidays accrued but not taken in the current holiday year will be paid for. However, in the event of your having taken holidays which have not been accrued pro-rata in the holiday year, then the appropriate payments will be deducted from your final wages/salary.

15.6 Handover of Social Network Profiles & Contacts

On leaving Carlow College, you are required to hand over all social network profiles created by you during the course of your employment, and is inclusive of any contacts or "friends" obtained via these profiles. *Please see our Social Media and Communication Policies which can be obtained through the Staff Gateway.*

15.7 Repayment of Outstanding Monies

On leaving Carlow College, we have the right to deduct any monies collected by you on our behalf and any advances of wages or any loans which we may have made to you.

15.8 Leaving Employment without giving notice

If you terminate your employment without giving or working the required period of notice, as indicated in your individual Contract of Employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you.

15.9 Return of Vehicles

On leaving Carlow College, you must return any College vehicle to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you.

15.10 Garden Leave

During any period of garden leave you will continue to receive your full salary and any other contractual benefits.

In the event of circumstances prevailing, a period of 'garden leave' may be granted to ensure fairness to both the employer and employee once either side has given notice of termination.

You may not be required to carry out your normal duties during the remaining period of your employment; however, you may still be available for answering queries.

You are requested, without the prior written permission of the College, contact or make contact any client, customer, supplier, agent, professional adviser, broker, or banker of the College or any associated companies or any employee of the College or any associated companies.

16. Carlow College Safeguards

16.1 Data Protection

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Acts 1988 to 2018 constitute the primary legislation for the processing of personal data in Ireland. As an employer it is Carlow College, St. Patrick's obligation to ensure that our personal data processing is in compliance with legislation.

Your personal data shall be processed lawfully, fairly and transparently and in accordance with your rights as a data subject. Information about what employee data Carlow College, St Patrick's processes, what it is used for, your rights and how to exercise them are set out in the Privacy Notice for Employees.

Employees may process personal data on behalf of the College as part of their official duties. Employees are bound by the Data Protection Policy in the processing of personal data. Contravention of the Data Protection Policy may lead to disciplinary action, up to and including dismissal. Full details of the Data Protection Policy can be found on our Staff Gateway. Additional information can be found at: https://www.carlowcollege.ie/explore/leadership-structure/data-protection/

16.2 Confidentiality

All information that:

i. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,

ii. relates particularly to our business, students, visitors or that of other persons or bodies with whom we have dealings of any sort, and

iii. has not been made public by, or with our authority,

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

16.3 Conflict of Interest

During this contract of employment, the employee shall not (except with authorisation of the College or as a representative of the College) disclose the College's business activities, prospects, suppliers, and staff which is confidential to any persons how so ever without the direct permission of the President of the College. College information relating to its business activities, products/service range, research & development and customer base is confidential and proprietary.

The College restricts disclosure of such information and requires similar restrictions on the part of the employee. The employee acknowledges the confidential and proprietary nature of such information. The employee also agrees not to disclose such information or any part to any other person, company or corporation and for any purpose.

16.4 Other Employment / Exclusive Service

If you propose taking up additional employment or pursuing separate business interests, you must discuss this with your Line Manager and HR in order to establish the likely impact of these activities on both yourself and the College. You will be asked to give full details of the proposal and consideration will be given to:

- Working hours (Organisation Working Time Act 1997)
- Competition, reputation and credibility
- Health, safety and welfare

Each request will be considered on an individual basis taking into consideration the particular contract you have with the College. The College's decision to either grant or refuse consent to your request will be notified in writing to you. If you are unhappy with the decision you may appeal using the Grievance Procedure.

16.5 Gifts

You are not permitted to accept any gift (including monetary gifts) from clients/students/suppliers or other third parties connected with the business or anyone or organisation soliciting for business.

16.6 Key holders

If you are an allocated key holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measures such as alarm codes must be kept safe at all times. You must not give the keys or

alarm code to any third party unless authorisation is obtained from Management.

Any loss or damage caused as a result of your failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

16.7 Lost Keys

Employees employed by Carlow College are liable for the replacement costs of lost keys. Employees should notify Facilities / Building Services immediately when a College key is lost.

17. Key HR / Carlow College Policies and Initiatives

9.10 Health and Safety

All employees should be familiar with our Health and Safety Statement and subsequent policies, procedures and guidelines and your own health and safety duties and responsibilities.

The College firmly believes in the importance of providing a healthy and safe environment for students, visitors and staff. The College wholly accepts the aims and provisions of health and safety legislation in the Safety, Health & Welfare at Work Act 1989, 2005, 2010, and recognises that foremost in its duties and responsibilities to its employees is the need to provide and maintain safe, healthy and hygienic working conditions and practices.

It is the duty of every individual employee to take every reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work. It is the duty of all employees to co-operate with the College in achieving compliance with health and safety legislation.

You should report all accidents at work, no matter how minor in the accident book, which can be found in the Building Services office and/or you can email the office at: maintenance@carlowcolleg.ie

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency. *All Health and Safety policies, procedures and documentation can be obtained through the Staff Gateway.*

9.11 Dignity and Respect

Carlow College strives to create an environment that is supportive and conducive to work and study. The College promotes, and is committed to supporting, a collegiate environment for its staff, students and other community members, which is free from discrimination (on any of the nine grounds included in equality legislation), bullying, sexual harassment and other forms of harassment.

The concept of equality is central to the ethos of the College, where accordingly, equal respect to all members of its community is a central part of Carlow College's mission to pursue scholarly excellence. The College states clearly its expectation that all members of the community will work to develop and maintain a high degree of respect and civility in our community. *Please see our Dignity and Respect Policy which can be obtained through the Staff Gateway.*

9.12 Equality, Diversity & Inclusivity

Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation.

We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect.

The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

In the promotion of equality, diversity and inclusion, Carlow College seeks to:

- Ensure that no prospective or actual learner, or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers which might deter prospective learners and staff members from

applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's Equality Policy applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.

Full details of our Equality Policy and Dignity and Respect Policy can be found on our Staff Gateway

9.13 Smoking Policy

There is a statutory ban on smoking in the workplace, including e-cigarettes. To facilitate College community members going about their business in an environment unencumbered by smoke or vapour from tobacco or e-cigarettes, no smoking/vaping is only permitted at the designated smoking areas. Employees are required to smoke within the Designated Smoking Areas only. *The full Policy can be viewed on the Staff Gateway.*

9.14 Carlow College Green Campus

Introduction

We at Carlow College strive to promote good practice in all its work and follows a green policy initiative. Whilst we do not have an environmental remit, we recognise that we have environmental responsibilities and therefore operate our campus, as far as practicable, in a way that conserves the natural environment.

General Principles

The purpose of this Green Campus initiative is to provide guidance to all those who work at Carlow College whether on a voluntary or paid basis on how to minimise the organisation's impact on the natural environment.

Responsibility

Management are responsible for ensuring that the Green Policy initiative and the procedures within are implemented efficiently and effectively. All other staff and/or volunteers are expected to facilitate this process.

Measures

The following lists the measures which should be taken in order to fulfil the Green Campus initiative.

Consumption: Use Less

Lighting: Switch off lights if the office is unoccupied or when natural light is showing. Wherever possible, use energy efficient light bulbs.

Temperature

Only switch heaters on if the office is cold and occupied. Only use electric fans if the room temperature cannot be lowered by opening windows and closing blinds.

Electrical Equipment

Switch off electrical equipment when not in use.

Paper and Card

Always use paper and card on both sides. Make double sided computer prints and use the draft printing option wherever possible. Make double sided photocopies

Water

Minimise the amount of water used to clean the office.

Minimise and Recycle

Stationery: Reduce stationery wherever possible. Remove reusable items or parts before disposing of any waste.

Recycling

Use recyclable goods in preference to disposable alternatives. Recycle paper, metal, glass, plastics, organics and any other goods, if there are feasible collections or disposal points. This may not be practical for all roles, however, where possible use recycled paper.

Purchasing: Buy Green Products (voluntary)

Stationery: Buy recycled paper, envelopes, printer cartridges and other stationery whenever costs are not prohibitive. Choose "environmentally friendly" alternatives if they are available.

Printing: Ensure that any printers contracted by Carlow College use recycled and chlorine-free paper and card whenever possible.

Office Equipment: Include eco-criteria in the purchase of office equipment.

Cleaning: If necessary, purchase greener cleaning materials.

Transport and Communication: Limit Impact

Mail: If appropriate, use the telephone or electronic mail in the first instance – if not, use ordinary mail.

18. General Information for New Staff

18.1 Carlow College Contact Information and Location

Telephone: +353 (0)59 9153200
Reception Opening Hours: 9.00 a.m. – 5.00 p.m. Monday to Friday.
Email: infocc@carlowcollege.ie
Address: College St., Carlow R93 A003

Map: https://www.carlowcollege.ie/contact/

18.2 Chaplaincy

Chaplaincy services offer pastoral and spiritual guidance and this is available to staff. For further information, please email:
chaplaincy@carlowcollege.ie

18.3 Nurse

There is a nursing service available in the College (Monday – Thursday) during the academic year. For further information, please email nurse@carlowcollege.ie

18.4 Carlow Town Transport and Information

Carlow is a bustling, fun and lively town with a population of over 23,000. Carlow College, St. Patrick's is located at the heart of the town, with a host of activities for new staff to engage in, such as the exciting nightlife, shops, restaurants, cultural festivals and health & leisure outlets, as well as excellent transport services. For more information on all Carlow has to offer visit www.carlowtourism.com

18.5 Public Access/Public Transport

There are excellent transport services in Carlow with the train & bus station just a short walk from Carlow College, St. Patrick's, operating multiple services daily. This makes the commute to Carlow easy and hassle free. The central location of the College also means that staff can easily access Carlow Town on foot in minutes.

https://jjkavanagh.ie/
www.buseireann.ie
www.irishrail.ie

18.6 Accommodation and Rent

Carlow town hosts an abundant of available accommodation, most within minutes of Carlow College, St. Patrick's.

18.7 Useful Links

Data Protection and Freedom of Information
https://www.carlowcollege.ie/explore/leadership-structure/data-protection/
https://www.carlowcollege.ie/explore/leadership-structure/freedom-of-information/

Quality Assurance at Carlow College
https://www.carlowcollege.ie/explore/leadership-structure/quality-assurance/

Carlow College Social Media Sites
https://www.facebook.com/pg/CarlowCollegeStPatricks/about/?ref=page_internal
https://twitter.com/CarlowCollege
https://www.youtube.com/channel/UCPCKJd3pr2MCgpallCWza0A
https://www.instagram.com/carlowcollegestpatricks/?hl=en

Carlow College News and Information
https://www.carlowcollege.ie/news/
https://www.carlowcollege.ie/explore/partnerships/
https://www.carlowcollege.ie/explore/staff-directory/
https://www.carlowcollege.ie/academic-calendar/
https://www.linkedin.com/company/carlow-college/

18.8 Students/Visitors/Customers Premises

Whilst visiting or working at any of our students/customers/schools/visitors etc. premises, employees must ensure that they are aware of and comply with all relevant rules and requirements e.g. security, health and safety, smoking, parking, etc.

19. Appendix 1. Carlow College, St. Patrick's Policies

This Handbook, policies, procedures and subsequent documentation will be reviewed regularly and updated as necessary should there be amendments to organisational structure, business practices, processes and legislation etc.

All employees must adhere, agree and are bound by all polices during their employment relationship with us. New employees will be required to sign an 'Agreement Page' which is accompanied with this Handbook in addition to a Policy acknowledgement which is accompanied with the contract of employment. All recent and updated policies can be obtained by accessing the Staff Gateway.

Employees found to be adhering to the requirements set down in this handbook and its subsequent and related practices and procedures will be subject to disciplinary action as per our Disciplinary Policy (available on the Staff Gateway) up to and including dismissal.

The College may terminate employment citing Some Other Substantial Grounds (SOSG) for termination other than capability, conduct or redundancy as cited in the Unfair Dismissals Act 1997-2007.

Policies available to all employees include but are not limited to the following:

- Dignity and Respect Policy
- Data Protection Policy
- Health and Safety Policy
- Equality Policy
- Protected Disclosures Policy
- IT Policy
- Social Media Policy
- Communications Policy
- Workload Allocation Policy
- Garda Vetting Policy
- Child Protection Policy
- Smoking Policy
- Workload Allocation Policy

- Employee Benefits Handbook
- Recruitment and Selection Policy
- Probation Policy
- Performance Management Policy
- Sickness Absence and Management Policy
- Annual Leave Policy
- Time Off in Lieu (TOIL) Policy
- Maternity / Adoptive / Force Majeure Leave Policy
- Parental Leave Policy & Parent's Leave Policy
- Paternity Leave Policy
- Jury Leave Policy
- Carer's Leave Policy
- Bereavement and Compassionate Leave Policy
- Disciplinary Policy
- Grievance Policy
- Remote Working Policy
- CCTV Policy
- Employee Assistance Programme Policy
- Hybrid Working Policy
- Menopause Policy
- Flexi-Time Policy
- Wellbeing Handbook
- Retirement Policy

20. Appendix 1.1 Current Legislation

The primary pieces of employment legislation in Ireland are outlined below.

- Adoptive Leave Act 1995 - 2005
- Carers Leave Act 2001
- Employment Equality Acts 1998 - 2015
- Employment Permits Acts 2003, 2006, 2014
- Equal Status Act 2000, 2004, 2005, 2008, 2012
- European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003
- Industrial Relations Act 1946, 1969, 1990, 2001, 2012, 2015
- Juries Act 1976
- Maternity Protection Act 1994 - 2004
- Maternity Protection Act 1994 (Extension of Periods of Leave) Order 2006
- Minimum Notice & Terms of Employment Act 1973-2001
- National Minimum Wage Act 2000
- Organisation of Working Time Act 1997
- Paternity Leave and Benefit Act 2016 F
- Parental Leave Act 1998 - 2006 (See also EU (Parental Leave) Regulations 2013)
- Payment of Wages Act 1991
- Protected Disclosures Act, 2014
- Protection of Employees (Employer's Insolvency) Acts 1984, 2001, 2005
- Protection of Employees (Fixed-Term Work) Act 2003
- Protection of Employees (Part-time Work) Act 2001
- Protection of Employees (Temporary Agency Work) Act 2012
- Protection of Employees (Provision of Information and Consultation) Act 2006
- Protection of Employment (Exceptional Collective Redundancies & Related Matters) Act 2007
- Protection of Employment Act 1977
- Protection of Young Persons (Employment) Act 1996
- Redundancy Payments Act 1967-2007
- Safety, Health & Welfare at Work Act 1989, 2005, 2010
- Terms of Employment (Information) Act 1994 - 2001
- Unfair Dismissals Act 1977 – 2007
- Workplace Relations Act 2015

Other Legislation

- The General Data Protection Regulation (GDPR) and Data Protection Acts 1988 to 2018
- The Freedom of Information (FOI) Act 2014

21. Appendix 1.2 New Employee Set-Up Checklist

The below checklist is provided to assist new employees ahead of commencing employment with us.

Prior to Arrival

- Sign and Return Contract of Employment and submit requested documentation to HR.
- Complete Garda Vetting Process.
- Provide reference information and details.
- Provide copies of relevant qualifications.
- Complete the Carlow College Finance Payroll Commencement Form.
- Complete Work Authorisation application (if required).
- Obtain entry visa (if required) (www.justice.ie).
- Remain in contact with Human Resources / Line Manager to organise commencement details.
- Review HR section of website for information on all our policies and the College.

On arrival

- All new employees will meet with their Line Manager or a member of their department on arrival.
- When you arrive on your first day, you will present yourself to Reception, where your Line Manager will greet you.
- You will be provided with your Staff Access and I.D card.
- You must report to the HR Office to ensure all commencement requirements are completed.
- Obtain parking permit if required from Reception.
- Ensure that you contact Revenue to arrange for submission of P45 etc.
- Sign up for-BrightHR training through HR.
- Register all your relevant details on BrightHR.
- Sign up to Induction day through HR.

22. HR Policy – Induction Employee Handbook and Policies

I acknowledge receipt of the Induction Employee Handbook of Carlow College, St. Patrick's and also acknowledge that I have read and been given the opportunity to ask questions regarding the content. I undertake to observe the policies and procedures set out in the Handbook and further accept that the Induction Employee Handbook together with my offer letter and written terms and conditions of employment, form part of my contract of employment or contract for services as the case may be with Carlow College.

It is my responsibility to read and understand the document. It is also my responsibility to ensure that I read and keep up to date with changes to policies as they occur.

Name in capitals: _____

Signature: _____

Signed: _____

Date: _____