



Employee Handbook

SAINT NICHOLAS MONTESSORI COLLEGE IRELAND
16 Adelaide Street
Dun Laoghaire
Ireland

30 June 2013

This Handbook is confidential to those to whom it applies
and must not be shared with any other persons



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NOTES:

Note 1: The holding employer for both College and School employees is Saint Nicholas Montessori Society Ireland (SNMSI). However for ease of reference SNMCI applies throughout this Employee Handbook.

Note 2: This Handbook applies to all College and School employees whether full-time, part-time and contract staff. The word 'College' is used throughout however it applies to all 'School' employees also, and the word 'employee' references all staff.

Note 3: Manager is referenced throughout this Handbook. Manager means your direct manager or your direct report

SNMCI Mission Statement

SNMCI is a higher educational institution providing Montessori teaching through full-time, part-time, outreach and in-service programmes. It is committed to providing access and opportunity to students of all ages and backgrounds. It aims to provide a positive, inclusive atmosphere and environment based on the mutual co-operation of all involved in its activities. It contends that the principles of respect and empowerment which apply to children's education must also be applied to adult learners and teachers. Consistent with these values, a working Montessori primary school is an integral part of the organisation. Saint Nicholas Montessori College desires to promote Montessori education and develop Montessori educators of the highest quality, who will serve and support the child within all sectors of the Irish education system.

SNMCI Introduction and Human Resource Objectives

The Saint Nicholas Montessori Society of Ireland was incorporated under the Companies Act 1963 to 1977 as a company limited by guarantee on August 21st 1978. SNMCI was registered in September 1987 under the Registration of Business Names Act 1963. Saint Nicholas Montessori School was registered in January 1981 under the Registration of Business Names Act 1963.

Philosophy

The fundamental principles upon which Dr. Montessori based her philosophy are the guiding values of the SNMCI and St Nicholas Montessori School, a college and school dedicated to training Montessori teachers and providing Montessori education for children aged between 3 and 12 years.

The Academic and School Staff

Fully qualified lecturers, tutors and teachers staff St Nicholas Montessori College and School. All lecturing and teaching personnel have

- a qualification pertinent to the discipline they teach;
- competence in those areas of the curriculum for which they are responsible;
- teaching experience with both children and adults where appropriate;
- satisfactorily completed a period of training.

All staff members are issued with a job description that states job title, duties and responsibilities and in consultation with the Director, will agree a contract of employment. Remuneration is set by the Board of Trustees and staff members are informed accordingly in writing by the Director. The Director of the College is responsible to the Board of Trustees. Administrative staff, unless otherwise stated in their contract of employment, are responsible to the Director.

Our Corporate Objectives

All staff in the College and Schools pledge their efforts toward the following objectives:

- to provide the best quality academic and educational service at a competitive price;
- to provide an atmosphere of harmony and job satisfaction;
- to provide the opportunity for personal development;
- to share in an equitable and fair wage and salary structure;
- to promote a collegiate and collaborative atmosphere in the workplace
- to contribute to the general well being of the society in which we live.

Each employee is required to keep an open line of communication at all times and strive for a spirit of teamwork. Both positive and negative feedback is essential to aid our employees in performing their work.

Our Human Resource Objectives

Our College and School are an equal opportunity employer. SNMCI is committed to its employees (permanent, part-time and contract employees) and is focussed on providing the best possible working environment in which each one can attain satisfaction through both the achievement of personal goals and career development.

Our objectives are to:

- have highly motivated, goal-orientated employees who are passionate about their work with SNMCI and the learners/ pupils in their care;
- achieve a high level of expertise in our key areas of operation;
- have high standards for education, safety, health, quality and customer service delivery;

- create an environment of openness, consideration and good communication in achieving co-operation, job security and flexibility; and
- acknowledge that active guidance and frequent feedback on performance is fundamental in developing SNMCI's employees;

As Director, I am determined that the promotion of respect should be hallmark of all proceedings and operations in the College and School. The support of everyone to realise this is vital.

Ian McKenna
Director
SNMCI

30 June 2013

Section 1

Terms and Conditions of Employment

Introduction

The terms and conditions under which employees are employed are set out in individual contracts of employment and this Employee Handbook is a statement of SNMCI's overarching policy and management guidelines. The policies and procedures set out in this Employee Handbook may be amended from time to time and employees will be informed and consulted on any amendments made. In the event that there is any conflict between the terms of individuals' contracts of employment and this Employee Handbook then the terms of individuals' contract of employment shall prevail.

Recruitment and selection

It is the policy of SNMCI to attract and retain competent employees with the appropriate qualifications and experience to provide an efficient and effective service. All vacancies occurring within the College will be advertised internally and depending upon the required qualifications, they will be advertised externally. This, however, does not prohibit Management from selecting the best person for the vacancy from whichever source he/she comes. Anyone chosen for a position must have a legal right to work in Ireland. It may be necessary for the College to employ outside contracts for various durations. The College will determine such requirements on an '*as required*' basis.

Please see the Recruitment policy in Section 17 of this Employee Handbook.

Probationary Period

Probationary periods are advised in individual contracts of employment. The College may extend probationary periods up to 10 months at its discretion. If employment proves unsatisfactory it may be terminated at any time during the probation period at the College's discretion. During the probation period, except in the case of gross misconduct, either party may terminate the employment on the provision of one week's prior notice in writing or in the case of the College at their discretion one week's salary in lieu of notice. Confirmation of appointment being permanent will be in writing and depends upon satisfactory completion of your probationary period. Performance will be deemed to be unsatisfactory if acceptable standards of work or observance of the College's procedures are not achieved. SNMCI's disciplinary procedure may not apply during probationary periods.

Personal Details

In order to ensure that employees' records are kept up-to-date, employees are requested to complete a Personal Details form upon commencement of employment and are obliged to inform their manager in writing of any changes made thereafter throughout their employment to the following:

- name due to change in marital status or otherwise;
- address and contact details;
- next of kin/emergency contact details;
- additional qualifications acquired;
- bank details;
- notification of any employment outside of the organisation (if applicable).

Place of Work

The normal place of work is as advised on individual contracts of employment. SNMCI reserves the right to change place of work location of employment should such a requirement be deemed necessary into the future. Any such change of work location would be carried out in full consultation with employees and been deemed reasonable at the time. Employees also

acknowledge and agree that they may be required to travel around Ireland or have off-site requirements to carry out their work duties.

Hours of Work

Hours of work are advised in individual contracts of employment. Employees are expected to work efficiently and to maintain the highest professional standards in discharging their responsibilities. You are required to be flexible in response to operational needs. Working hours will, at all times, comply with the Organisation of Working Time Act, 1997.

Timekeeping and Lateness

Employees must be ready to commence work at the appointed time which shall be allocated to them in advance by their manager. Punctuality must be strictly adhered to and lateness will now be treated as a disciplinary offence. Employees are required to be flexible in response to operational needs. It is a condition of employment that employees are willing to work additional hours if required.

Confidentiality and Non-disclosure of Information

All information and knowledge acquired by you in the course of your employment must be treated as strictly confidential and must not be divulged to unauthorised persons or used for the purpose of gain or profit.

SNMCI's Confidentiality Agreement is attached to individual contracts of employment for each person to read and sign acceptance of this clause.

Responsibilities of Employees

All academic staff members are required and expected to:

- present themselves punctually for class
- be properly prepared for lectures, presentations and class work
- teach in a professional and ethical manner
- correct assignments in a timely and professional manner as required or appropriate
- attend staff meetings
- contribute to the development of a quality ethos and culture throughout the organisation;

All administrative staff are required and expected to:

- present themselves punctually for work
- carry out their duties in a professional manner,
- contribute to the development of a quality ethos and culture throughout the organisation .

Professionalism

Professionalism is characterised by behaviour that shows respect for the interests and welfare of students and colleagues. Subject to the requirements of law it implies competence, responsibility, integrity and impartiality. While establishing and fostering a positive relationship with students, all St Nicholas Montessori College and School staff must maintain a professional distance with students in both the workplace and in social situations. Each staff member should cultivate awareness of the limits of his/her competence to deal effectively with a student's personal issues. Serious concerns about the health and well being of a student or some such information that might affect the health and well being of other students in the College should normally be discussed with the Director and/or Principal of the School as appropriate.

They should take immediate steps to obtain consultation or refer a student to the Director of Academic Programmes or the Director, if it becomes apparent that the student's problems are beyond his/her competence. Staff should always respect the confidential nature of personal information shared with them by students.

Code of Conduct

The purpose of a code of conduct within Saint Nicholas College and School is to ensure that the pursuit of the recognised objectives of the College and School shall not be disrupted. To enable the fulfilment of these objectives in a satisfactory manner, it is necessary that a suitable academic environment be maintained.

A code of conduct is a positive thing that promotes concern and respect for people's rights and property. Within the College and School, human dignity is promoted at all times through mutual respect, co-operation and openness. An employee of the College and School will be expected to accept these objectives and to observe the rules and regulations of the College and School as follows:

- employees are expected and required to conduct themselves with dignity and to respect the rights of colleagues, students and children. They should at all times conduct themselves in a manner appropriate to the academic environment of the College and School;
- relationships with students are not permitted;
- employees are expected and required to respect the students and children in their care and to acknowledge their rights as individuals;
- employees are expected and required to respect the property of others, of the College and School;
- books and/or materials may not be borrowed from the College without the written permission of the Director of Academic Programmes;
- employees are expected to follow the terms and conditions of this Employee Handbook.

Improper social or professional conduct will be considered evidence of unsuitability to work in a Montessori College or School and will render an employee subject to SNMCI's disciplinary procedures, up to and including dismissal, depending on the severity of the breach.

Acceptance of Gifts

Acceptance of gifts leaves the recipients open to possible allegations that they have been placed under a sense of obligation and that in consequence their impartiality is impaired. In principle unless such gifts or favours are trivial or are generally available to others, they must not be accepted without SNMCI's approval. If in any doubt, contact the Director.

Access Policy

SNMCI reserves the right to access any facility area, room, office, desk or files (computer based or hard copy) that are the property of the College at any time, whether locked or not.

Intellectual Property/Inventions

All developments by you in the course of your employment are to remain the property of the College. This is to include all patentable inventions, improvements, trademarks and copyright.

Criminal Offences

It is the responsibility of the employee to disclose any criminal offences to the Director at the time of appointment or thereafter. Employees are also required to notify the Director within 48 hours of being charged with an arrestable offence irrespective of whether or not it relates to their employment.

Dishonesty/Forgery

Employees who are dishonest (*i.e. steal cash and/or property from the employer, colleagues, students or suppliers*) or who falsify or forge documents shall be dismissed summarily. The College also retains its right to inform the Gardaí of any suspected criminal behaviour and to pursue a formal prosecution as appropriate.

Loss or Damage to Personal Property

The College will not be responsible for loss or damage to employees' property, including motor vehicles, bags, etc. on its premises. Employees should report all property, lost or found, to their manager.

Dress Code

The College policy on employee dress code is smart casual attire. However, employees involved in formal meetings, both on and off site, are expected to dress more appropriately. Employees should exercise reasonable discretion in their attire and appearance at all times.

Business Equipment

All business related equipment, including but not limited to such items as copiers, computers, TVs and DVD players, CD players, phones, scanning devices and fax machines which were purchased or paid for by SNMCI, are to be used for College business only. The use of College or School owned equipment for personal use is prohibited. In the event that such business equipment needs repair, replacement and/or relocation, the matter should be immediately reported to the Head of IT.

Maintenance and Use of Facilities/Property

Employees are responsible for the proper use of College and School equipment, property, records, or other materials in their care, custody or control. In the event of SNMCI property is found to be damaged, malfunctioning or unsafe, a manager or Health and Safety Officer should be notified immediately. SNMCI equipment and records should never leave its premises without Programme Director's approval. Employees are asked to demonstrate conservative and appropriate use of supplies and equipment, creating as little unnecessary waste or loss as possible.

Security

It is important that access to the College's premises is limited to authorised personnel only. Doors must be locked each evening and the alarm set. Keys, alarm codes and swipes for the car park must never be given to non-SNMCI personnel. If any keys are lost, you must notify the Director immediately.

Any personal possessions should be kept locked away in the storage cabinets provided. The College will not be responsible for loss or damage to employee's property on College and School premises. Employees should report all property, lost or found, to the Director. Do not leave any documentation of a confidential or sensitive nature where non-authorised personnel can access it. Do not use public area bins for College waste. Confidential documentation must be shredded before disposal.

Visitors

Given its co-location with a Montessori school, no visitors are permitted in the College's offices without being introduced and subsequently accompanied at all times by a member of staff. Friends of students must not be given access to the College and should wait in the Reception area. All non-SNMCI persons must sign in and out of SNMCI premises.

Health and Safety

A Health and Safety Statement has been prepared and is available as a separate document from the Health and Safety Officer or Director. All College safety procedures (*outlined in the Safety Statement*) must be strictly observed. The fire procedure is included in the Health & Safety Statement. It is important to complete an Accident Report Form in the event of an accident. You should notify your manager and obtain the Form from them. Please see Section 13 in this Employee Handbook.

Smoking, Alcohol and Drugs at Work

- It is illegal to smoke inside SNMCI's premises.
- Employees are not allowed to consume, be in the possession of or be under the influence of recreational drugs in the workplace.
- Employees are not allowed to consume, be in possession of or be under the influence of alcohol in the workplace.

Breach of this clause will lead to disciplinary action being taken.

Tidy Work Station

To protect safety, health and welfare, employees must ensure that work station areas are kept tidy and free from all effects and rubbish. Only essential items should be left in their work area. Supplies or equipment should not be left unattended – to do so may be a disciplinary offence. Employees are requested to ensure that all equipment, office documentation and office equipment are shut down, stored away, and powered off as appropriate, safely at the end of their working shift.

Personal Audio Equipment at Work

Employees are not permitted to listen to personal devices while at work. Rest breaks provide adequate time for this.

Performance Appraisals

Employees will be formally evaluated on their performance on an annual basis. SNMCI may also evaluate performance throughout the year as it deems appropriate. The performance of new employees will be evaluated throughout the probationary period and will be used as the basis upon which SNMCI determines continued employment.

Training and Development

Training and development is an on-going process aimed at fulfilling organisational needs and individual growth. The College intends to ensure that all employees appointed to a job are correctly selected, inducted and trained. It is SNMCI's policy to support and encourage staff to undergo training which will be of benefit to both the individual and the organisation.

All lecturing staff are expected to attend, at least, twice yearly in-service training sessions organised and funded by the College. They are further expected to attend other professional development sessions and to keep abreast of current educational developments.

Tutorials

In one-to-one meetings with students, staff must be aware of their vulnerability to all sorts of allegations of impropriety that can arise in such situations. Where possible, doors should be left open while the staff member is in discussion with the student. A record should be kept of dates, times and the content of meetings and interviews with students. Such meetings should take place within the College premises.

Promotion

College policy endeavours to provide career opportunities for employees whenever possible and to encourage employees who wish to progress. Promotion will be at the discretion of the Directors and will be based on ability and suitability for the position to be filled as determined by the College. Employees must have completed at least 6 months service before they are entitled to apply for another position within the College.

Trade Union

This College does not operate a collective agreement with a trade union. All negotiations will be conducted on an individual basis in a fair and reasonable manner.

Copyright

All written material, whether held on paper or electronically and made or acquired by employees during the course of their employment with SNMCI, are the College's property and copyright.

Information and Consultation

SNMCI will inform and consult with employees to improve dialogue and relationships between the College and employees. It will also encourage the free exchange of ideas and ensure that employees have a voice and insight into policy and practices that affect their employment. SNMCI is committed to regular communication with employees in order to continually reinforce values throughout the organisation. SNMCI values the input of its employees and encourages employees to discuss initiatives and ideas with their Year Heads and Programme Directors.

External Communications

SNMCI is judged by the standards demonstrated by its employees. Politeness and professionalism are expected from all employees. Employees are reminded that as they represent SNMCI at all times, they must be continually vigilant and professional when using all forms of communication. All external communication on behalf of the College must be approved by the Director.

Suggestions

SNMCI welcomes ideas and suggestions, which enable employees to improve quality, or to work more efficiently or economically. Employees who have such ideas or suggestions should forward them to his/her manager for consideration.

Car Parking

Please note that whilst free car-parking may be available at your place of work, this is not a condition of employment and therefore should charges be introduced or the facility removed, no compensation will be given by the College. The College assumes no liability for damage or theft of cars and/or contents of cars parked on College property.

Fixed-term Contract Workers

SNMCI adheres to the Protection of Employees (Fixed-Term Workers) Act, 2003, and fixed term workers will not be treated in a less favourable manner than to that of a comparable permanent employee in respect of their remuneration and conditions of employment.

Retirement

SNMCI's retirement age is 65.

Section 2

Working Time

Introduction

The hours of work of SNMCI are in accordance with the Organisation of Working Time Act 1997 which outlines the statutory rights for employees in relation to rest periods, maximum working time and holidays.

Employees shall be required to work the hours advised in their individual contracts of employment or other hours/days as directed by the management. SNMCI reserves the right to vary the hours of work dependent on College/facility requirements. In the event of this, employees will be provided with reasonable notice and where possible consideration will be given to personal circumstances.

Timekeeping

Employees must be ready to commence work at the appointed time which shall be allocated to them in advance by the management. Punctuality must be strictly adhered to and lateness will be treated as a disciplinary offence. Employees will be subject to disciplinary action if they are persistently late.

If an employee is late for work, your manager should be advised accordingly. After three occasions being late disciplinary investigation is likely to commence.

Rest Breaks under the Organisation of Working Time Act, 1997

Rest breaks are in compliance with legislative requirements. Employees are entitled to a break of 15 minutes after a 4.5 hour work period. After a 6-hour work period, employees are entitled to a break of 30 minutes, which can include the first 15-minute break. There is no entitlement to be paid during these breaks and they are not considered part of working time.

An employee may in certain circumstances be required to adjust or exceed their hours of work above, in order to ensure the efficient discharge of the employee's duties and/or to meet the needs of SNMCI.

Double Employment

SNMCI is dedicated to the health, safety and welfare of all its employees. The onus of responsibility lies with the College to ensure that all employees work within a 48-hour working week together with receiving adequate daily and weekly rest. As such, if you work an average of more than 20 hours per week for SNMCI, then the College is considered to be your primary employer and you are precluded from engaging in any other employment or commercial activity without SNMCI's written pre-approval. Where an employee needs to work another job concurrently to your employment with the College, this must be pre-approved by the Director of Academic Programmes in writing.

No employee may take an outside job, either for pay or as a donation of his or her personal time, with or through a business contact or competitor of SNMCI; nor may they do work on their own if it competes in any way with the services provided by SNMCI or if the outside job impacts on their performance as an SNMCI employee. If the employee's financial situation requires them to hold a second job, part-time or full-time, they should first discuss the matter with the Director of Academic Programmes (*permission is at his/her discretion*). The employee's request and their decision must also be given in writing to ensure compliance with the Organisation of Working Time Act, 1997. SNMCI reserves the right to review such situations regularly, and where permission has been given to a member of staff to take an outside job, that permission may be withdrawn on a future occasion. Failure to comply with the decision of the College in such situations may result in disciplinary action.

It is imperative that all employees understand that the total aggregate of hours worked between their both employments (where applicable) does not go outside the legal limitations. Under Section 33 of the Organisation of Working Time Act, 1997, SNMCI is prohibited from employing employees to work on any day or during any week where the employee has worked for another employer where the aggregate of the periods worked exceeds that permitted by the legislation. To do so is an offence under the Act and may render both SNMCI and the employee liable to prosecution. Therefore to ensure SNMCI and the employee are in compliance with the legal requirements, it is necessary for all employees to provide SNMCI with details of any other employment(s) that the employee is engaged in as referred to above.

Section 3

Salary

Introduction

SNMCI aims to provide salary that reflects the employee's job responsibilities, external market rates and their individual performance. Salary is paid net of all mandatory (PAYE, Universal Social Charge and PRSI) and any authorised voluntary deductions. Salary is paid pro rata in a year not wholly worked. An employee will have their salary and individual terms detailed in their contracts of employment.

Method of Payment

Basic hourly rate of wages and conditions shall be in accordance with comparable rates as dictated by qualification, experience, responsibility and fulfilment of duties. Salaries are paid by credit transfer into employees' bank accounts as advised in individual contracts of employment. Employees receive salary advice slips showing their gross pay, deductions and net sum credited. The written pay slip will detail any additions to the basic pay where applicable. Deductions will also be detailed on the employee's pay slip such as PRSI and PAYE. Employees are requested to keep this slip as a record. Should an employee believe that there has been a mistake in the calculation of the amount payable, they should immediately contact the Accounts Office.

Deductions from Salary

SNMCI reserves the right to withhold payment of or deduct from remuneration any amounts owing from employees to the College from time to time. The College also reserves the right to withhold payment of remuneration if an employee fails to comply with the notification and production of medical certificates required on sickness absence as set out in Section 5 of the Employee Handbook. By signing the acknowledgement of this Employee Handbook an employee explicitly consents to these deductions when applicable.

Expenses

All expenses properly incurred and vouched during the course of the performance of an employee's duties shall be reimbursed by the College. Claims should be submitted to SNMCI on a monthly basis supported by evidence of such expenditure.

If an employee uses their own car on SNMCI business they are personally responsible to ensure that they are adequately insured to cover its use while on College business. Mileage may be provided at discretion.

Confidentiality

For data protection and personal privacy reasons, employees are asked to respect the privacy of others and to keep their own salary and related details private and confidential to themselves. In addition, some employees within their job duties may have to come in contact with the salary and related details of all or some employees within SNMCI. It is imperative that these individuals keep this information confidential and in addition do not use this information in a manner to attempt to better their remuneration from the College.

Section 4

Annual Leave

Introduction

Annual leave is paid time off from work for holidays and public holidays, leisure, enjoyment or personal time requirements. Part time, fixed contract and temporary employees will receive their entitlement on a pro-rata basis.

The annual leave year runs from 1st January to 31st December. Annual leave is calculated on a pro-rata basis for any year in which an employee has not worked the full annual leave year. Annual leave cannot be carried forward to the following leave year unless for written pre-approved exceptional circumstances and in which case up to a maximum of 5 days can be taken into the next year and must be taken before 31st March of the following year. SNMCI does not pay for any untaken annual leave except at termination of employment. Employees are requested to avoid taking annual leave holidays during the College's busiest work periods.

Annual Leave Entitlement

Annual leave entitlement and requests to take annual leave during shut-down periods is set out in individual contracts of employment. There may be circumstances where you are will be required to attend at the College during holiday periods.

Annual leave dates must be requested and approved by prior arrangement with your manager to facilitate the academic and operational requirements of the SNMCI. No holiday bookings must be made without prior College's approval for the annual leave days. SNMCI is not responsible for any third party payments in this respect made by employees.

Notice Required for Taking Annual Leave

Notice of annual leave is important to facilitate SNMCI's operational requirements. A minimum of 2 weeks' notice is required for annual leave applications. Annual leave must be approved before booking holidays. The College will attempt to meet the needs of employees and grant annual leave time on a first request and fair basis. However it reserves the right to approve or refuse annual leave requests on a discretionary basis.

It is recommended that employees who have worked for a consecutive period of 8 months or more are encouraged to take 2 weeks' uninterrupted break from work during the course of a calendar year unless both parties agree otherwise.

When a termination of employment occurs and the annual leave already taken exceeds the entitlement at the date of termination, SNMCI will deduct the excess holiday pay from the termination pay. On termination of employment, departing employees will receive payment for holidays not taken. If they have taken holidays in excess of their accrued entitlement, appropriate payment will be deducted from their final salary payment.

Public Holidays

All employees are entitled to the 9 public holidays that occur during the year as follows: New Year's Day (January 1st), St Patrick's Day (March 17th), Easter Monday, first Monday in May, first Monday in June, first Monday in August, Last Monday in October, Christmas Day (December 25th) and St Stephen's Day (December 26th). Good Friday is a bank holiday, not a public holiday. However, all staff receive this day as an additional day's annual leave.

If an employee is required to work on a public holiday, he/she will be paid at the rate of double time plus time off in lieu at the discretion of the College. Furthermore if employees are required to attend for work on a public holiday, they will be guaranteed a minimum of four hours at the above rates. Where an employee's holiday coincides with a statutory holiday, then he/she is entitled to take an additional day's leave by arrangement with their manager.

Section 5

Sickness Leave and Absenteeism

PART 1 – SICKNESS LEAVE

Introduction

SNMCI recognises that there are occasions when, due to illness or injury*, employees will not be able to attend work. This policy outlines SNMCI's approach to sickness procedures when you are absent from work due to illness or injury. The College's sick leave year runs from 1 January to 31 December and it will monitor employees' absence on a calendar basis.

**Injury*

No benefit will be paid for injury resulting from the deliberate failure of an employee to observe the safety practices of SNMCI, or to use prescribed safety equipment when this equipment is available, nor will benefit be paid if injury resulted from horseplay, fighting or gross negligence. If injury is the result of accidentally not observing a safety practice, benefit will be paid. Payment of this benefit does not involve an admission in any way of liability by the management. It is, instead, an effort to relieve any hardship, which may be caused by inability to work as a result of such an accident.

This policy also reflects the College's commitment to maximising efficiency. In order to achieve this, it is essential that there is a good attendance rate from our employees and we recognise that formally managing attendance and attendance tracking can greatly reduce overall sickness absence. A co-operative attitude from all parties is expected in order to facilitate this policy.

Absence Notification

In the event of an employee being unable to work due to illness, he/ she must notify their manager, or if absent the next most appropriate manager, of your unavailability for work no later than 2 hours before your normal start time. **This must be given by telephone, not text or email, and by the employee and never by a third party, except in circumstances of critical illness/injury.** If notification is not received and acknowledged, or if the reason for the absence is unacceptable, the absence will be classified as unauthorised. Conscious of SNMCI's obligations to learners and pupils, it is vital that this notification process is observed, in order to allow for, inter alia, the implementation of appropriate contingency arrangements.

Uncertified Sick Leave

Sick leave for a period of 2 consecutive days or less does not usually need to be certified by a medical doctor. Where the two days are interrupted by a week-end or a public/ bank holiday, then a medical certificate must be submitted. Uncertified sick leave will be monitored and the College reserves the right to request the leave to be certified for payment to be given. A medical certificate may be requested in the event of unusual, frequent or casual sick leave. SNMCI reserves the right to have an employee at any time referred to a nominated College doctor for further investigation where they believe it is prudent to do so. Any reasonable information or report arising from such examination shall be disclosed to the College. Employees may be subject to disciplinary action where patterns of frequent short spell absences are recorded.

Certified Sick Leave

You must obtain a medical doctor's certificate on the 3rd day of your absence and send this to your manager. Continuing absence must be covered by certificates. The College reserves the right not to pay you for any days of absence not covered by a correctly presented medical certificate. The College also reserves the right to request a doctor's certificate earlier than on the third day of illness or injury leave.

In the case of absences of more than 3 days duration, you must claim Social Welfare entitlement (*Illness or Occupational Injury Benefit*) and refund the Social Welfare entitlement to SNMCI. Failure

to do so will result in (a) an equivalent deduction (*authorised*) of the Social Welfare amount from sick pay benefit or (b) non-payment of sick pay benefit, at the discretion of SNMCI.

SNMCI monitors absenteeism by all employees and instigates disciplinary action, up to dismissal, for all inaccurate or falsified absences. Same day absenteeism (*i.e. leaving work early*) will only be accepted in cases of sickness, force majeure or exceptional circumstances. SNMCI will not accept excuses for not reporting absence due to mobile phone failure, isolation from a land line, could not remember phone number etc. This type of excuse will automatically initiate disciplinary procedures against the employee.

Long-term Absence

If you are absent due to illness or injury for a long period, you should keep in touch with your manager on a weekly basis. In the event of long-term absence, you must notify your manager and indicate the date on which you expect to return to work. If you perceive during your illness or injury that you will need additional time to recover, please contact your manager at the earliest convenience to make him/her aware. During long-term absence, doctors' certificates must be submitted on a weekly continuing basis or as agreed with the College.

Accidents at Work

In the event of an accident or injury at work, an employee must report the accident/injury to his/her manager immediately and obtain appropriate medical treatment immediately. If an employee declines to seek medical attention immediately following an accident, it will not be considered as a work related accident. We understand there will be cases where this will not apply on medical grounds.

Payment during Illness or Occupational Injury Absence

The College is not obliged to pay employees during any unsanctioned absence (*whether through illness, injury or otherwise*), and in any event employees should avail of any appropriate social welfare benefits. Once the employee has completed 12 months' continuous permanent service, the College will pay a maximum of 5 sick days per annum. The qualifying date is the anniversary date of commencement of permanent employment. If an employee reports for work and leaves due to illness after four hours, then they will receive a full day's pay for that absence at management discretion only (*1 year qualifying period*).

The College at its sole discretion reserve the right to withhold payment if they deem it appropriate to do so dependent upon its evaluation of an employee's circumstances.

Where College monies have been paid for illness or injury leave, employees must claim their Social Welfare entitlements and present their Social Welfare cheque to your manager upon receipt. Failure to hand over the cheque will result in disciplinary action and immediate suspension from the scheme.

Absence beyond Period of Payment

Pay may be continued in full or in part at the sole discretion of the College, which may seek to be refunded for such payments if

- the ill-health claims are found to be illegitimate;
- the employee is found to be engaged in a third party employment during a said absence period, or,
- in other cases whereby the College thinks it reasonable to do so.

Claim for Illness or Injury Benefit

The payment of Illness/ Injury Benefit is a matter for the Department of Social Protection. Given that schemes may be subject to various budgetary changes, all queries should be pursued with the appropriate Units there.

When applying for their benefit employees should quote SNMCI's employer number as 4523904W.

Returning to Work after Long Term Illness or Injury

When an employee wishes to return to work, he/she will be required to produce a letter from their doctor saying that he/she is fit to return to work to resume their normal range of duties. If the employee is capable of returning to work but not to the same job or same conditions, SNMCI will assess the situation with a view to finding suitable alternative employment for the employee but there is no guarantee of light or suitable alternative work. This may result in the termination of employment by reason of incapacity to fulfil their contract of employment.

SNMCI may in certain circumstances conduct return to work interviews with all employees immediately they return to work post illness or injury leave to ensure they are fit to return to work.

Independent Medical Assessment

SNMCI may request an employee to attend for a medical examination with a doctor or specialist they nominate. The employee is required to make himself/herself available for such an assessment when requested to do so by the Director. As part of this, the employee consents to the disclosure of information regarding his medical condition to the examining doctor and to the disclosure of the medical report to SNMCI for the purposes of assessing his/ her fitness to perform their duties. Any reasonable information or report arising from such examination shall be disclosed to the College.

Medical Certificates

Medical certificates must include the following details:

- Name and address of doctor
- Name and address of patient
- Statement of illness or injury
- Opinion of doctor that employee is unfit for work
- Expected duration of incapacity
- Dates of issue and doctor's signature.

Medical certificates should be submitted on the day of return to work or weekly if applicable, and earlier if so requested by SNMCI.

Annual Leave and Certified Illness or Injury

Under Section 19(2) of the Organisation of Working Time Act, 1997, an employee who is certified ill while on annual leave will retain the leave entitlement to be taken at a later date. To avail of this entitlement, an employee must furnish SNMCI with appropriate medical certification. The date of the medical certification must coincide with the duration of the annual leave.

Provisions for Exclusion

The provisions of SNMCI's Sick Leave Policy and Procedure do not apply in the following circumstances:

- Failure to provide appropriate medical certification.
- Disability arising from an accident or injury as a result of failure to abide by SNMCI's safety, health and welfare at work procedures.
- Accident or injury resulting from circumstances normally excluded by standard insurance conditions. For example, self-inflicted injury, sports, DIY injuries, elective surgery (e.g, laser treatment, plastic surgery), etc.
- Illness or injury during a period of strike in which the employee is involved in.
- Failure to undergo a medical examination at the request of SNMCI.

- Occupational injury incurred whilst working for another employer.

Accidents

Any accident you have in the College must be reported to your manager as soon as possible. Illness or injury pay is at the discretion of SNMCI. If you have an accident outside work and intend to make a claim for compensation from a third party, you should always inform your manager. If your claim is successful, the College may require reimbursement of any sick pay made during absence and you should therefore include a claim for loss of earnings when claiming compensation.

Medical or Dental Appointments

Personal business or doctor/dentist appointments should normally be arranged outside normal working hours. However, the College recognises that this is not always possible and will normally accommodate such requests from annual leave entitlement, provided that they are kept to a minimum and prior written notification is given to your manager.

Absence from Work

If an employee is unable to attend his/her work the College reserves the right to interview the employee in question. The College also reserve the right to refer absentee cases to the College doctor for a second opinion should the need arise.

PART 2 – ABSENTEEISM

Authorised absence from work

Absence from work for any of the following reasons will be considered *authorised*

- Approved annual leave
- Protective leave (e.g. maternity, parental leave)
- Approved business absence or external training courses
- Compassionate or other leave approved in advance by the College.

Absence, other than certified illness or injury, compassionate leave, annual leave or other absence approved by management, may be the subject to disciplinary action. Absence from work for any reason other than those listed above may be regarded as unauthorised absenteeism that may be subject to disciplinary procedure.

Unauthorised absence

An employee who is absent from work and who has not notified the College as to the reason for absence.

- Leaving the College's premises during normal working hours without permission
- Failure to report absence in accordance with the absence reporting procedure
- Failure to record attendance in accordance with current policy; .

Failure to cooperate with the College's absence reporting procedures will result in the disciplinary procedure being applied.

Absence monitoring

Attendance and lateness is monitored on a regular basis. Where levels of absenteeism fall below acceptable standards the organisation will seek to identify probable causes and rectify them. Managers in consultation with the Director may decide to take action in accordance with the appropriate disciplinary procedures.

Abuse of this procedure

Employees who abuse this policy and its procedure may be subject to the College's disciplinary procedure. Examples of abuse of the procedure may include engaging in alternative work whilst on sick leave, providing false information regarding an illness or injury and failure to apply for, and present disability benefit cheques to SNMCI. This is not an exhaustive list. Disciplinary

action, up to and including dismissal, will be taken if an employee abuses SNMCI's illness or injury leave policy.

Section 6

Maternity Leave

Introduction

Pregnant employees and employees who have recently given birth are covered by the provisions of the Maternity Protection Acts, 1994 and 2004 and the Maternity Protection Act, 1994 (Extension of Periods of Leave) Order, 2006. The Acts provide that female employees who are pregnant or have recently given birth are entitled to statutory maternity leave. The Acts also provide for leave on health and safety grounds for pregnant employees, employees who have recently given birth and employees who are breastfeeding.

In addition, the Acts provide for time off for male employees in the event of the death of the mother of his child within 24 weeks' of her giving birth.

This policy covers full-time and part-time permanent and temporary female employees as well as male employees in the event of the mother's death.

Pregnant employees are entitled to 26 consecutive weeks' maternity leave and an additional 16 consecutive weeks' unpaid leave' immediately after the end of her maternity leave. An employee who is absent on maternity leave will be treated as if she had not been absent. At the end of maternity leave an employee will be entitled to return to her usual job so far as it is reasonable and practicable under terms and conditions no less favourable than those which would have applied if she had not been absent.

SNMCI encourages all employees to inform the manager as soon as they know they are pregnant. This means that the College can ensure that the environment is supportive of all pregnancy requirements during this time.

- Pregnant employees are entitled to 26 consecutive weeks' maternity leave of which at least 2 weeks must be taken before the end of the medically certified expected week of confinement;
- The employee must give SNMCI at least 4 weeks' written notice of intention to take maternity leave and also forward to SNMCI a medical certificate confirming pregnancy and specifying the expected date of birth;
- The employee must give SNMCI in writing at least 4 weeks' notice of her intention to return to work post maternity leave;
- An employee is also entitled to take additional unpaid maternity leave of up to 16 weeks immediately after the end of her maternity leave;
- The employee must inform SNMCI in writing of her intention to take the 16 weeks' additional unpaid leave not later than 4 weeks before the end of the 26 weeks' maternity leave period;
- The employee must give SNMCI in writing at least 4 weeks' notice of her intention to return to work post additional maternity leave. 4 weeks' notice of intention to return to work is mandatory.

Breastfeeding

The Acts make a provision for breastfeeding mothers who have given birth within the previous six months to a paid break of one hour (where suitable facilities are provided in the workplace) or a reduction of working hours to breastfeed or express milk. The hour break may be split into shorter periods of time totalling one hour and must be agreed with the College.

Ante-natal and Post-natal Medical Care

An expectant mother is entitled to paid time off from work to attend one complete set of ante natal classes during each pregnancy. An expectant father is also entitled once only to time off

from his work, without loss of pay, for the purpose of attending the last 2 ante natal classes in a set of such classes attended by the expectant mother of their child before the birth of the child. This right is subject to an employee giving SNMCI at least two weeks' notice before the first class or class concerned and appropriate documentation giving the dates and times of the classes.

An expectant mother is entitled to a reasonable amount of paid time off for medical appointments related to the pregnancy. The employee must, where appropriate, give written notification to SNMCI of the date and time of the appointments at least two weeks' in advance. The College requests that, where possible, appointments are at the beginning or at the end of the working day. If the appointment finishes during the working day the employee is required to return to work.

Each individual case will be discussed by their manager and will be subject to the employee fulfilling all their written obligations under this policy.

Hospitalisation of a Newborn Child

If a newly born child is hospitalised and the mother has taken over 14 weeks' maternity leave, 4 weeks of which had to be taken after the end of the week of confinement, the College may allow the mother to postpone her remaining maternity leave or additional maternity leave. The employee would then be entitled to take up the balance of the leave no later than 7 days after the discharge of the child from hospital.

Father's Leave

This is not paternity leave and is entirely dependent on the child's mother's death.

Fathers are only entitled to maternity leave if the mother dies within 24 weeks of the birth. In these circumstances, the father may be entitled to a period of leave, the extent of which depends on the actual date of the mother's death. Where a father qualifies for leave under these circumstances, he also has an optional right to the additional maternity leave

This leave begins within 7 days of the mother's death. This leave is conditional on the father giving (a) the College written notification no later than the day he wishes to take the leave and (b), if the College so requests, a copy of the mother's death certificate and the child's birth certificate as soon as is reasonably practical. The father will be entitled to a social welfare 'maternity' benefit up to the 20th weeks calculated on the basis of his PRSI contributions and his reckonable earnings.

Employee's Illness or Injury during Additional Maternity Leave

Subject to SNMCI's agreement and copy of appropriate medical documentation, if an employee falls sick during her additional maternity leave she may terminate her maternity leave so that she can avail of sick leave benefits. The request of termination by the employee and acceptance of termination by the College must be in writing and be as soon as reasonably practicable.

Payment during Leave

Where a member of staff has enough Social Welfare contributions, they may claim statutory maternity leave benefit for 26 weeks. The College does not provide additional benefits.

During maternity leave an employee will be deemed to be in continuous employment and her or his employment rights, except salary, will be preserved as if she or he were present at work. An employee may be entitled to claim social welfare benefit for the first 26 weeks of her maternity leave if the employee has made adequate PRSI contributions in the period leading up to the maternity leave. Precise conditions governing the payment of Maternity Benefit should be obtained from the Department of Social Protection.

Employees should quote SNMCI's employer number as 4523904W.

Social Insurance Record while on Unpaid Maternity Leave

If an employee is in State insurable employment, an employment contribution may be credited to them for each week that they take unpaid maternity leave under the terms of the Maternity Protection Act, 1994. Again, this should be confirmed with the Department of social Protection.

Employment Protection and Holidays

Employees' statutory and contractual rights are protected by the Maternity Protection Acts, 1994 and 2004 and the Maternity Protection Act, 1994 (Extension of Periods of Leave) Order, 2006. During any period of leave or time off under the Acts, an employee remains in the employment of the College. Employees retain an entitlement to public and annual holiday occurring during maternity leave, additional maternity leave and leave for fathers. During additional maternity leave an employee's absence from work is unpaid. Employment rights such as seniority will remain in place during additional maternity leave.

Health and Safety Leave

An employee who is pregnant has recently given birth or who is breastfeeding, will not be placed in any job that is a risk to her health and safety or the health and safety of her child. If such a risk exists, it will be SNMCI policy to remove the risk or assign the employee to other suitable employment. Where the risk cannot be removed or the employee cannot be removed from the risk, the employee will be obliged to take Health and Safety Leave. The first 3 weeks of such leave will be paid by the College, thereafter Health and Safety Benefit under the Maternity Protection Acts, 1994 and 2004 and the Maternity Protection Act, 1994 (Extension of Periods of Leave) Order, 2006 will be payable from the Department of Social Protection.

Disciplinary action, up to and including dismissal, will be taken if an employee abuses SNMCI's maternity leave policy.

Section 7

Adoptive Leave

Introduction

The policy provides leave to adopting mothers, sole male adopters and, in certain circumstances, adopting fathers if the adopting mother has died. The adoptive policy is in accordance with the Adoptive Leave Acts, 1995 and 2005 and the Adoptive Leave Act, 1995 (Extension of Periods of Leave) Order, 2006. SNMCI will operate the following policy to provide time off to employees who have adopted a child so as to allow time for familiarisation and bonding.

Adopting Mothers and Sole Male Adopters

Adopting mothers and sole male adopters are entitled to 24 consecutive weeks' adoptive leave from the date of placement and an additional 16 consecutive weeks' unpaid leave' commencing at the end of the adoptive leave. An adopting mother or sole male adopter must notify the manager, in writing, of

- his/her intention to take adoptive leave no later than 4 weeks before the expected date of placement, and
- the expected date of placement.

In the case of an Irish adoption, the employee must, no later than 4 weeks after the date of placement, produce a certificate of placement to their manager. In the case of foreign adoptions, part of all of the additional leave can be taken prior to the date of placement. If the employee wishes to do so, he/she must inform the College in writing before the leave is due to begin. Written notification with details of the expected date of placement together with a declaration of eligibility and suitability must be given to the manager before commencement of adoptive leave or additional adoptive leave, whichever is the earlier. Particulars of the certificate of placement must be given to the manager as soon as is reasonably practicable. A declaration of suitability and eligibility must be supplied to the College for all adoptions.

Payment during Adoptive Leave

During adoptive leave an employee will be deemed to be in continuous employment and her or his employment rights, except salary, will be preserved as if she or he were present at work. An employee may be entitled to claim social welfare benefit for the first 24 weeks of her or his adoptive leave if the employee has made adequate PRSI contributions in the period leading up to the adoptive leave. This benefit is obtained from the Department of Social Protection.

During the 16 week period of additional adoptive leave, except salary, employment rights continue to accrue. The College Ireland does not pay additional monies to the State's adoptive benefit.

Claiming State Adoptive Benefit

In order to claim the State benefit, an employee must complete and return Form AB1 to the Department of Social Protection.

Employees should quote SNMCI's employer number as 4523904W.

Social Insurance Record while on Unpaid Adoptive Leave

If an employee is in State insurable employment, an employment contribution may be credited to them for each week that they take unpaid adoptive leave under the terms of the Adoptive Leave Act, 1995. This should be pursued with the Department of Social Protection.

Additional Adoptive Leave

If an adopting mother or sole male adopter wishes to take additional adoptive leave of 16 weeks, he/she must inform the manager in writing of his/her intention to take the additional leave no later than 4 weeks before the end of the 24-week leave period. In foreign adoption cases, an

adopting mother or sole male adopter may take some of the additional leave before the placement of the child. If the employee wishes to do so, he/she must notify the manager in writing 4 weeks before the leave is due to begin.

Additional adoptive leave may be terminated where the employee is ill, whereby the employee can transfer onto sick leave, and the employee is treated in the same way as would be usual where the employee is absent due to illness or injury. During the 16 week period of additional adoptive leave employment rights continue to accrue except there is no entitlement to social welfare benefit or to remuneration by SNMCI.

Postponement of Leave

Postponement of either the adoptive leave or additional adoptive leave where the adopted child is hospitalised may be taken on a continuous basis commencing not later than 7 days after the adopted child is discharged from hospital and subject to the agreement of SNMCI.

Bereaved Father's Entitlement

In the unfortunate event of an adopting mother's death, the adopting father will be entitled to adoptive leave. Should the mother die before the day of placement, the adopting father will be entitled to 20 weeks' leave. If the mother dies on or after the day of placement, the adopting father will be entitled to the remainder of the mother's leave and to unpaid additional adoptive leave. The employee must notify the manager as soon as is reasonably practicable, but the leave will commence within 7 days of the death of the adopting mother or on the day of the placement, whichever is later. He must also notify the manager of his intention to take additional adoptive leave of 12 weeks 4 weeks before he is expected to return to work. Proof of birth and death certificates will be required by SNMCI.

Protection of Rights

An employee will maintain all of his or her employment rights while on adoptive leave including the entitlement to public and annual holidays.

Returning to Work

An adopting parent must provide the manager with written notification of his/her intention to return to work no later than four weeks before the intended date of return. If an adopting father's entitlement is less than 4 weeks, he must notify the manager of his intended return date at the same time as he gives his notification of taking leave. When adoptive leave ends, an employee will be entitled to return to his/her usual job so far as it is reasonably practicable. However, if this is not possible, the employee will be offered suitable alternative work with terms and conditions no less favourable than the employee had in his/her role prior to taking adoptive leave.

Disciplinary action, up to and including dismissal, will be taken if an employee abuses SNMCI's adoptive leave policy.

Section 8

Parental Leave

Introduction

SNMCI adhere to the Parental Leave Act 1998, as amended by the Parental Leave (Amendment) Act 2006 and also to the Regulations giving effect to EU Directive 2010/18/EU on parental leave put in force on 8 March 2013.

The purpose of this policy is to provide unpaid parental leave to employees who are natural or adoptive parents to take care of a child under 8 years of age or under 16 years of age in the case of children with disabilities. In addition an extension may also be allowed where illness or other incapacity prevented the employee taking the leave within the normal period.

Requests for parental leave must be made in writing to the manager a minimum of 6 weeks prior to the proposed date of commencement. The request must specify the commencement date, duration and mechanism for taking the parental leave. A copy of the Birth Certificate for child must be attached. The manager will consider the application's feasibility reverting to the applicant within 10 working days, unless extraordinary circumstances exist. A confirmation document for the employee to sign at least 4 weeks prior to the commencement of the leave, will issue and this will contain:

- the date on which the leave will commence;
- the duration of the leave;
- the manner in which the leave will be taken; and
- signatures of SNMCI and the employee.

Both parties must retain a copy of the signed confirmation document.

Payments

An employee who is absent on parental leave will be treated as if he/she had not been absent, retaining all employment rights, except the right to remuneration. SNMCI reserves the right to discontinue the employee's wage during the course of this leave.

An employee retains an entitlement to public holidays which fall during a period of parental leave. These will be added on to the end of the period of leave. Annual leave continues to be accrued during an absence on parental leave.

Entitlement/Time Off

The 18 weeks per child may be taken in one continuous period or in 2 separate blocks of a minimum of 6 weeks. There must be a gap of at least 10 weeks between the 2 periods of parental leave per child. However, if SNMCI agree the employee can separate their leave into periods of days or even hours. The leave must be taken before child reaches 8 years of age or 16 years of age if child is disabled. In the case of an adopted child, who is under three years at the time of the adoption, the leave must be taken before child reaches 8 years of age. If child is aged between 3 and 8 years at the time of the adoption the leave must be taken within two years of the adoption order.

Both parents have an equal separate entitlement to parental leave. Unless the employee and their partner work for SNMCI, they can only claim their own parental leave entitlement (18 weeks per child). If they both work for SNMCI, they may transfer their parental leave entitlement to each other. Where an employee has more than one child, parental leave is limited to 18 weeks in a 12-month period. This can be longer if the employer agrees. Parents of twins or triplets can take more than 18 weeks of parental leave in a year.

Parental leave entitlements will be extended to people acting in loco parentis or as a guardian in respect of an eligible child.

Illness of Parent

If the parent becomes ill while on parental leave and is unable to care for the child the leave can be suspended for the duration of the illness. The parent is treated as an employee who is sick. In order to suspend the parental leave the employee must give written notice and relevant evidence of the illness to the employer as soon as is reasonably practicable. The parental leave resumes after the illness.

Eligibility

An employee must have one year's continuous service with SNMCI before he/she is entitled to take parental leave. However, if an employee has more than three months' service, and where child is approaching the age threshold, he/she will be entitled to one week's parental leave for every month of continuous employment completed with SNMCI.

Abuse of Parental Leave

Parental Leave is granted solely for the purpose of taking care of child concerned. If the parental leave is taken and used for another purpose SNMCI are entitled to cancel the leave.

Postponement by SNMCI

SNMCI may postpone the parental leave if management are satisfied that the leave would have a substantial adverse effect on the operation of the organisation, if there are difficulties finding a replacement, or if a number of employees are already availing of parental leave. The postponement may be for a period not exceeding six months to a date agreed on by SNMCI and the employee. This can be extended by a further six months due to seasonal variations in the volume of work.

Return to Work

An employee who is returning from parental leave may request a change in their working hours or patterns of work, for a set period of time. SNMCI may consider such a request, but is not required to grant it. Where a request can be granted an agreement must be signed by both employer and employee setting out the changes to the amendment working hours / patterns, the start date and duration of the set period as agreed. An employee cannot be penalised for making a request to change his or her working hours or patterns.

The employee is entitled to return to their job after their parental leave unless it is not reasonably practicable for SNMCI to allow them to return to their old job. If this is the case they must be offered a suitable alternative on terms no less favourable compared with the previous job including any improvement in pay or other conditions which occurred while they were on parental leave. The legislation protects parents who take parental leave from unfair dismissal.

Section 9

Force Majeure Leave

Introduction

The purpose of force majeure leave is to provide paid leave to employees in the event that an immediate member of an employee's family has suffered an illness or injury at the place where the ill or injured person is situated and where the employee's presence is indispensable.

This leave applies to all employees and is in accordance with the Parental Leave Act, 1998 and Parental Leave (Amendment) Act, 2006.

Criteria for Force Majeure Leave

Force majeure leave is available to any employees whose situation meets the following criteria:

- Urgent family reasons owing to illness or injury; or
- Immediate presence of employees to be present at the place where the sick or injured family member is as outlined in the Parental Leave Act, 1998 and Parental Leave (Amendment) Act, 2006.

As soon as practicable the employee must discuss the matter with the manager advising of the reasons for taking force majeure leave and thereafter a formal application must be made in writing for approval.

Force majeure leave covers the following family members:

- Child or adoptive child of an employee
- Spouse of the employee or a person with whom the person is living as a husband or wife
- Brother or sister of the employee
- Parent or grandparent of the employee
- Persons in a relationship of domestic dependency including same sex partners.

Force Majeure Policy

Employees will be entitled to up to 3 days paid force majeure leave in a 12 month period or up to 5 days in a 36 month period. Part of a day is considered 1 day under this force majeure leave policy i.e. if an employee is at work and has to leave on emergency force majeure leave.

In these circumstances force majeure leave may be taken in respect of the above-defined family members. The College wishes to state that all matters appropriate to reasons for this type of leave will remain strictly confidential and any relevant documentation will be kept in the personnel files.

Ineligible Circumstances

Prior medical appointments will not be deemed eligible by SNMCI for force majeure leave. An employee who is unable to attend for a day's work or a part of a day due to non-illness or injury of family member, e.g. babysitter sick and nobody available to mind a child, will be deemed as an annual leave day or part thereof.

After 5 days' force majeure leave in a period of 36 months, an employee's absence will be considered to be part of their annual leave entitlement unless unpaid leave is applied for under the Parental Leave policy.

Payment during Force Majeure Leave

Force majeure leave is paid leave. It cannot be treated as any other leave, e.g., sick leave, adoptive leave, maternity leave, annual leave or parental leave to which an employee is entitled

Returning to work

During an absence on force majeure leave an employee is regarded as being in the employment of the College and retains all of his or her employment rights.

Disciplinary action, up to and including dismissal, will be taken if an employee abuses SNMCI's force majeure leave policy.

Section 10

Carer's Leave

Introduction

The purpose of this policy is to provide for carer's leave up to 104 weeks for employees in order to provide full-time care and attention to a relevant person* requiring it. Furthermore, it will protect the employee's employment rights with SNMCI during the carer's leave with the exception of:

- the right to remuneration;
- annual leave (after 13 weeks of absence for each relevant person*);
- public holidays (after 13 weeks of absence for each relevant person*);
- pension benefits (if applicable); or
- any obligation to pay contributions in, or in respect of, the employment.

**A relevant person is a person who is over the age of 16 and is so incapacitated as to require full-time care and attention or a person who is under 16 and in receipt of a Domiciliary Care Allowance. The person(s) an employee is caring for must be so disabled as to need full-time care and attention, not normally living in a hospital, home or similar institution.*

Scope

If an employee has completed 12 months continuous employment with SNMCI they are entitled to unpaid carer's leave in order to care for the relevant person who requires full time care and attention in accordance with the provisions of the Carer's Leave Act, 2001. The maximum period of such leave is 104 weeks.

Policy

Carer's leave may be taken in one continuous period of 104 weeks or in a number of periods, the aggregate duration of which does not exceed 104 weeks. A period of 6 months must elapse between two separate periods of carer's leave in respect of two different relevant people.

Applying for Carer's Leave

The application process for Carer's Leave is available from the Department of Social Protection's website. SNMCI also must complete part of this form to confirm that you are an employee, your date of commencement, which is then submitted to that Department.

Not less than 6 weeks before it is proposed to take carer's leave from employment, an employee must make a formal application to SNMCI for this leave. In exceptional or emergency situations where it is not reasonably practicable to give 6 weeks' notice, notice should be given to SNMCI as soon as it is reasonably possible, confirming:

- an application to take carer's leave under the Carer's Leave Act, 2001 commencing on a specific date;
- the way in which it is intended to take this leave (*that is, in one continuous block, or in a series of blocks over a period*);
- an application has been made to the Department of Social Protection for a decision by a deciding officer under the Act that the person in respect of whom an employee proposes to avail of carer's leave in order to provide full-time care requires this care.

During carer's leave, an employee must not be engaged in any employment, self-employment, training or education courses outside the home for more than 15 hours a week.

Confirmation of Carer's Leave

In the event of an approved application, SNMCI must prepare and sign a document specifying or confirming this arrangement. The document must include some important information, for example, the date of commencement of carer's leave, its duration and the form in which it will be taken. SNMCI signs and retains this document, a copy of which will be given to the employee.

Social Insurance Record (PRSI)

If an employee is receipt of Carer's Benefit, social insurance contributions or credits will be given by the State. This should be pursued with the Department of Social Protection

Postponing, Curtailing or Terminating Carer's Leave

The document agreed with SNMCI is flexible. This means that an arrangement to take carer's leave can be amended. Even if leave from employment has already commenced, subject to agreement by SNMCI, carer's leave (or part of it) may be postponed, curtailed or varied as to how it is taken. The confirmation of carer's leave agreement can be amended and signed off by both parties again.

Returning to Work

In anticipation of return to work from carer's leave, 4 weeks' notice must be given in writing to SNMCI before the date in question. As regards employment conditions, generally an employee will be treated as if he/ she had been in work during the period of carer's leave except that there is no entitlement to pay. However, where it is not reasonably practicable for them to return to the same work as they did prior to the leave, suitable alternative employment will be provided on terms not less favourable to them than those applicable to their previous employment.

An employee is only entitled to annual leave and public holidays in respect of the first 13 weeks of carer's leave.

Unpaid leave from Employment (outside of Carer's Leave)

If an employee wishes to avail of unpaid leave from employment for less than the 13 week minimum set down by the Carer's Leave Act, it may be possible to agree this with SNMCI. The format will be as previously noted.

Section 11

Other Leave Arrangements

Leave of Absence

SNMCI may at its sole discretion arrange or extend unpaid leave of absence to deal with very serious domestic or personal problems.

Compassionate Leave (Bereavement Leave)

SNMCI understands that, from time to time, employees require compassionate time for bereavements. The College will grant time off with pay for such emotionally difficult periods. Any request for bereavement leave must be raised orally with their manager. An employee may be required to put their request in writing and to give supporting proof of bereavement in due course. The College reserves its discretion on granting this leave.

The following is SNMCI's leave guidelines:

- In the case of an immediate family member's death - spouse, parent, child, a person in a relationship of domestic dependency including same sex partners, brother or sister, a person who acted in loco parentis or was a guardian - 3 days' bereavement leave will be allowed.
- In the event of an extended family member - a grandparent, parent-in-law, spouse-in-law - leave - 1 day's bereavement leave will be allowed.
- Others – no leave.

No paid time off for attendance at funerals is allowed in respect of other persons not listed above.

Additional Compassionate Time Off

The College understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with your manager for an additional three unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Religious Holidays

If an employee wishes to have time off to observe a Religious Festival it must be taken as part of annual leave entitlement or in exceptional circumstances as unpaid time off which has been previously agreed with their manager.

Jury Service

The College will comply with statutory requirements to allow employees paid time off for jury service. Employees who are called for jury duty will be entitled to time off with pay for the required length of time. If an employee does not have to attend court, he/she is expected to report to work each day. Where an employee is required at court for part of the working day, they are required to return to work. An employee who is summoned to jury duty must inform their manager as soon as possible and produce the jury summons. Payment made by the College will be basic pay only, less any amount of allowance payable by the State.

Study Leave

Please refer to Section I of SNMCI's QA procedures on this policy.

Disciplinary action, up to and including dismissal, will be taken if an employee abuses a SNMCI's leave policy.

Section 12

Part-Time Working

Introduction

The purpose of this policy is to provide employees with flexibility in relation to working arrangement, under a reduced working hour's arrangement. Part-time employees will be eligible for promotions, job changes and training and development opportunities. SNMCI's policy adheres to the principles of The Code on Access to Part-Time Working which implements Section 13 of the Protection of Employees (Part-Time) Work Act, 2001.

Part-time employees

A part-time employee is an employee whose normal hours of work are less than those of a comparable full-time employee.

Applicability

In principle, the option of part-time employment is open to everyone. However the move from full-time work to part-time work will be at the discretion of management on all occasions and may be subject to an initial trial period of 6 months, which may be extended up to 11 months. When making the decision, management will evaluate the request in the operational and/or business context of SNMCI and the need to enhance economic competitiveness. In such instances, a revised contract of employment will issue to existing employees.

New employees are only eligible for part-time work if it is felt that the nature of the work they will be required to do is best done on a part-time basis. New employees will be subject to SNMCI probationary period as stated in their contract of employment.

In all cases the decision as to whether part-time work may be granted will solely depend on management being satisfied that the business requirements will not be adversely affected.

Hours of Work

Employees' days and hours of work will be stated in their contract of employment. The employee will be notified in advance of any changes or variation to the employee's hours of work.

Salary

In the case of new part-time employees, the hourly rate of pay is approved annually by the Board of Trustees.

Return/Move to Full-time Work

An employee who wishes to move to full-time work may apply in the normal way for full-time vacancies that occur. They should inform the manager in writing. Outside of trial period, SNMCI may in exceptional circumstances, require an employee to revert to full-time work. Where this occurs the employee will be given 2 months' notice of the change.

External working

In the event of an employee wishing to take up employment outside of the college or school, SNMCI requires that all full-time and part-time employees contact the manager in advance. Please also refer to Section 2 on Double Employment in this Employee Handbook.

Applications

If an employee wishes to move to part-time work they must apply in writing to their manager. All applications will be discussed with the individual in terms of their personal needs and SNMCI's requirements. SNMCI will treat all requests seriously and will, where possible, explore how the request can be accommodated. The suitability of the application will be determined by

objective criteria. Following process of the application, the applying employees will be informed of management's decision within a reasonable timeframe. If the request is unsuccessful, the College Director will inform the employee of the grounds for refusal.

Section 13

Health, Safety and the Environment

Introduction

SNMCI is committed to developing and maintaining a safety culture that ensures the safety, health and welfare of its staff on its premises or elsewhere while engaged on College or School business. It also recognises its responsibilities for the health and safety of other persons when they are within College or School premises or come into contact with its activities. Employees' attention is drawn to the Safety Health and Welfare at Work Act, 2005 and their requirements as employees.

Obligations on St Nicholas Montessori College

Under the terms of the Safety Health and Welfare at Work Act, 2005, the College has a duty, so far as is reasonably practicable, to ensure the health, safety and welfare at work of staff, business contacts, suppliers, contractors and the public. In order to comply with the provisions of the Act, the College will:

- prepare a full safety statement and bring it to the attention of all staff;
- provide a copy of the statement in the main reception areas of the College's premises;
- appoint a Health and Safety Officer to implement the safety plan;
- provide and maintain a safe and healthy working environment;
- ensure that safety and emergency plans are in place and that evacuation training is provided for all staff;
- conduct regular building evacuations to comply with legislation;
- provide fully trained safety representative(s) and fire warden(s) to comply with legislation;
- provide safe means of access and egress from any place of work under the College's control;
- ensure design, provision and maintenance of office facilities and equipment are without risk to health.

Obligations on Employees

Employees are encouraged to put forward suggestions for improvements relating to the College's overall health and safety procedures.

Employees must:

- take reasonable care for their own safety, health and welfare;
- co-operate with the College or School on safety issues;
- use any protective clothing or equipment provided for their safety (if and as required);
- report any safety defects in equipment or place of work to the Health and Safety Officer;
- not intentionally or recklessly interfere with or misuse any appliance or equipment.

Green policy

Employees are obliged to:

- ensure all lights are switched off when rooms are unoccupied and take advantage of natural daylight by turning off unnecessary lighting
- turn off all computers, projectors, printers and shredders at the end of the working day
- if not in use at lunchtime, switch off your computer monitor
- set your screen saver to go into power saver mode within a reasonable period
- unplug all phone chargers when not in use
- try to reduce the amount you print, and reuse misprinted sheets
- cut down on general waste at your desk by recycling newspapers, cans, etc.

Section 14

ICT – Email, Internet, Telephone and Social Media

Introduction

Email, Internet and telephone technology are provided as business tools for staff, contractors and consultants working with Saint Nicholas Montessori College Dublin. This policy applies to all staff of the College as well as to all contractors, consultants and non-staff third parties who are granted access to SNMCI's technology.

The laws applicable to this policy are the European Communities (Data Protection) Regulations, 2001, Data Protection Acts, 1998 and 2003 (see also Section 15)

For security reasons monitoring software may be operated. By using email at work the user is aware of monitoring by ICT, as requested by the Director. Internet access is logged and audited regularly.

It should be noted that all personal data contained in emails may be accessible under Data Protection legislation and a substantial portion of emails to Government and other public bodies may be accessible under Freedom of Information Acts, 1997 and 2003.

PART 1: Email Policy

Use of Email

Emails should be regarded as potentially public information which carries a heightened risk of legal liability for the sender, the recipient and the organisations for which they work.

All staff are asked to be appraised of the following:

- Email messages may carry computer viruses which are particularly dangerous to SNMCI's ICT infrastructure;
- An employee's email message may go to persons other than the intended recipient and if confidential or commercially sensitive this could be damaging to SNMCI;
- Email is speedy and, as such, messages written in haste or written carelessly are sent simultaneously and without the opportunity to check or rephrase. This could give rise to legal liability on SNMCI's part such as claims for defamation, etc.
- An email message may legally bind SNMCI contractually in certain instances without the proper authority being obtained internally.

Rules for email use

In order to avoid or reduce the risks inherent in the use of email within SNMCI the following rules are necessary:

- SNMCI's name is included with every message sent by an employee. Therefore email messages must be appropriate and professional at all times.
- SNMCI email should not be used for inappropriate private purposes.
- Particular care should be taken when sending confidential or commercially sensitive information. If in doubt staff are requested to consult their manager.
- Great care should be taken when attaching documents from electronic sources increases the risks of infringement of the rights of others particularly to intellectual property and proprietary rights.
- An email should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Defamatory or careless remarks can have serious consequences, as can any indirect innuendo. All staff are requested to avoid the use of indecent, obscene, sexist, racist or other inappropriate remarks whether in written form, in cartoon form or otherwise.

- No staff member is allowed subscribe to electronic services or other contracts on behalf of SNMCI unless they have express authority to do so.
- If an employee receives offensive, unpleasant, harassing or intimidating messages via the email they are requested to inform the manager. Senior Management has a right to investigate and the sender, if internal, may be subject to SNMCI's disciplinary procedures.
- Any important or potentially contentious communication which an employee has received through email should be printed and a hard copy kept. Where appropriate to do so, the person should obtain confirmation that the recipient has received their email.
- SNMCI reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over its infrastructure for any purpose.

Notwithstanding SNMCI's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other staff and accessed only by the intended recipient. Any exception to this policy must receive prior approval from SNMCI. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message.

PART 2: Internet Policy

Use of the Internet

- SNMCI's Internet connections are intended for activities that either support SNMCI's business or the professional development of its staff. Web surfing unrelated to these activities is strictly forbidden.
- Internet usage may be monitored by SNMCI.
- To prevent computer viruses from being transmitted through the system there will be no authorised downloading of any software. All software downloads will be done through SNMCI's IT support service.
- The Internet should not be used for personal gain or profit, to represent oneself as someone else, or to post or download messages that contain political views.
- To access, download or transmit any indecent, obscene, pornographic, racist or defamatory or other inappropriate materials as well as the circulation of such materials will be a dismissible offence. The Gardai or other appropriate authority will be informed where appropriate.
- The Internet should not be used to provide lists or information about SNMCI's staff and/or to send classified information without express approval. Documentation leaving SNMCI's server can be tracked.

Infringement of the rules

Any breaches of these rules will be treated seriously and will be subject to disciplinary action up to and including dismissal.

PART 3: Social Media Policy

The policy on social media must be read in conjunction with other employee policies contained in this Employee Handbook. Particular attention is drawn to the dignity at work, equality, bullying and harassment, internet, e-mail usage, data protection and business confidentiality policies, all of which are applicable to social media policy.

This policy on social media applies to all employees. Social media is the collective term referring to social and professional networking sites (e.g. Facebook, LinkedIn, MySpace) microblogs (such as Twitter), blogs, wikis, boards and other similar online fora. Breaches of this policy will be investigated and the College retains the right to take disciplinary action, up to and including dismissal.

In Work

Employees are prohibited from participating in social networking websites while at work or using SNMCI's equipment. While at work, it is not permitted to:

- Register with such sites
- Access any personal account you may have on such sites
- Access other people's accounts on such sites
- Post comments on any social media sites
- use the College or School's name, logos, images or comment on the students or any SNMCI business.

Outside of Work

SNMCI recognises that while employees use social media tools as part of their daily lives, they should always be mindful of what they are posting, who can see it and how it can be linked back to the College work colleagues. Furthermore, there is the risk that their personal views may be taken as representing those of the College. All employees are prohibited from using or publishing information on any social media site where such use has the potential to negatively affect SNMCI or its staff.

PART 4: Telephone usage policy (land lines and mobiles lines)

Use of Telephones

Telephone access is provided as a business tool and SNMCI may monitor telephone usage of all its telephones.

Personal Calls

Personal calls should be brief, not made to premium or international numbers and should respect the policy outlined for use of email, internet and social media.

Personal messages and mobile phones

Personal calls should not be made or received during working hours save for exceptional circumstances. Break times allow for personal calls and texts.

Breach of Policy

Breaches of this policy will be treated seriously and will be subject to the normal stages of our disciplinary procedure up to and including dismissal. Where the established facts indicate that a criminal offence has taken place, prosecution may ensue.

Section 15

Data Protection

Introduction

SNMCI complies with the Data Protection Acts, 1988 and 2003, which gives every employee the right to access data relating to him or her, to know why the information is needed and to have inaccurate data rectified or erased. The College is committed to exercising a duty of care in the collecting and controlling of personal information and to fulfil its legal obligations under this legislation.

Personal information can be described as information that may identify a particular individual e.g. name, address etc. Sensitive personal data is personal data relating to the subject's racial, ethnic origin, political opinions, religious beliefs etc.

The College is required to make every effort to ensure that any data held is:

- collected fairly and accurately
- kept up-to-date
- kept for lawful purposes and not used or disclosed in any manner incompatible with those purposes
- adequate, relevant and not excessive for those purposes
- not kept longer than necessary
- protected and kept safe and secure
- kept confidential and access is limited to a minimum amount of approved employees.

Employees must recognise that SNMCI must retain certain personal information about you for the prudent management of your employment records. SNMCI explicitly asks all employees to give their formal consent for the collection, storage, and transmittal of such data in accordance with such policies, and requests that they agree to sign any additional documentation necessary and appropriate in furtherance of this purpose.

Data Access

You are entitled to receive a copy of all such material under the Acts by submitting a written request to your manager.

Data Processing

The College will process data in accordance with its legal requirements. It is a condition of employment that you consent to the fair and legal processing and transfer of personal data. The processing of personal data relating to facilitating SNMCI in the conduct of its affairs can include but is not limited to:

- administering and maintaining personnel records
- paying and reviewing salary and other remuneration
- undertaking performance appraisals and reviews
- maintaining sickness and other absence records
- providing statements of employment to future employees.

Learner Data

Clearly, the data protection principles extend to data gathered and recorded on learners, which is part of normal academic administration. All employees are reminded of their obligation to ensure that such data is accorded appropriate care.

Data Protection

Improper disclosure by an employee of any personal data may render them liable for disciplinary action up to and including summary dismissal.

Section 16

Equal Opportunities, Dignity and Respect at Work

Introduction

SNMCI is committed to equal opportunity for all employees and all its employment policies and procedures of the College will be based on merit, qualifications and abilities.

Whilst not restricted to the following grounds, the College prohibits discrimination based on the following:

- Gender
- Marital status
- Family status
- Sexual orientation
- Religious belief or lack of religious belief
- Age
- Disability or the nature of disability
- Race, colour, nationality or ethnic or national origins
- Membership or non-membership of the traveller community.

No area of employment including recruitment, training and promotion practices will be influenced or affected by the above grounds.

Promotion of Dignity in the Workplace

The College is committed to diversity and dignity in its workplace. Managing diversity is about being able to work effectively with people who do not share an employee's background, experience or self-identification. Dignity is about providing a range of perspectives that contribute to solving problems and creativity.

The College values the contribution of all employees and requires every employee to refrain from any type of behaviour which may be interpreted as offending, harassing or discriminating against another/other employees.

SNMCI will not tolerate discrimination, harassment, provocation or disrespectful behaviour by one employee towards another/others for any reason. Lack of respect may be shown in words, conduct, acts or demeanour. The College promotes a workplace culture of dignity, respect and openness to diversity, which should be reflected in the actions and behaviour of all employees.

All employees are required to act in a responsible and professional manner to maintain a pleasant working environment free from harassment, bullying or disrespectful behaviour. It is a duty of all employees to immediately report any incident of discrimination, harassment, or disrespectful behaviour.

Disciplinary action, up to and including dismissal, will be taken if an employee abuses this policy and other persons.

Section 17

Recruitment

Introduction

The College is committed to ensuring that there is no discrimination at any stage of the recruitment process or in the terms and conditions offered. When specifying requirements, qualifications or experience for any position, only characteristics essential to the performance of the job will be used. All job descriptions must be written and signed off before the recruitment process proceeds.

Advertising

Advertising will be carried out both internally and externally in the following manner:

- Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.
- Details will be fully circulated so as to ensure access to all suitable applicants.
- All advertisements will be deemed to assume that the College is an equal opportunities employer.

Interviewing

The interviewing process will generally be conducted in the following manner:

- No assumptions will be made on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.
- Questions will relate to the requirements of the job.
- Shortlisting occurs by rating CVs against job descriptions for competency scoring and selection for interview
- Interviews will be carried out with at least two interviewers in attendance.
- Reference checking will be conducted on selected candidates.

Records

The College will retain, for at least 18 months, all records arising through the recruitment process.

Internal Applicants

It is the College's standard policy to advertise all vacancies internally. If an employee wishes to apply, they must adhere to the following process:

- a written application must be submitted to the appropriate manager before the deadline specified on the advert.
- the applicant must advise their manager of their application.
- provided the applicant is doing their present job to the required standard, and they meet the specified criteria of the role applied for, they will be interviewed along with other internal and external candidates.

There may be exceptional circumstances when it will be appropriate for an appointment to be made from within the College without advertising the post internally. This will occur if there is an individual who is clearly the most suitable for the post.

Promotion

Training and job experience needed for promotional opportunities will be determined by merit and performance against objective criteria. Unsuccessful internal candidates will be given feedback so as to facilitate improvement. No employee will be overlooked in relation to a promotion or experience opportunity because of his or her reluctance to apply or accept on a previous occasion.

Section 18

Bullying, Harassment and Victimization

Introduction

As part of our commitment to the fairness, dignity and respect to each employee, SNMCI will not tolerate any form of bullying or harassment. The aim of this policy is to indicate what constitutes bullying and harassment, and what action the College will take if they need to deal with an offence of this nature.

This policy is applicable to all SNMCI employees (temporary and permanent) irrespective of length of service and includes business contacts and service personnel both inside and outside the work environment. Harassment or sexual harassment can be perpetrated not only by fellow employees but also by a member, business contact, contractor, supplier or other business contact of the College.

SNMCI will make every effort to ensure that incidents of bullying or harassment are dealt with in an effective and efficient manner, including where appropriate, recourse to the College's Disciplinary Procedure.

As part of SNMCI's Code of Conduct, it is imperative that all employees and suppliers respect the dignity of every fellow employee. Employees must be mindful of the grounds for discrimination such as a person's gender, marital status, race, religion, family status, age, sexual orientation, membership of the travelling community and disability.

Key Definitions

Workplace bullying has been defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying.

Harassment is any form of unwanted conduct related to any of the following grounds:- gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community. It can be perpetrated by management, fellow employees, suppliers or other business contacts. Harassment in any form is unacceptable and is a form of discrimination.

Sexual harassment is unwanted conduct of a sexual nature or other conduct based on sex which affects the dignity of people at work. It includes unwelcome non-verbal, verbal or physical conduct based on the gender of a recipient which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation or interferes with his/her job performance.

Victimization occurs where a person is treated less favourably than another because he/she has in good faith made a complaint to his/her SNMCI in relation to harassment or bullying behaviour or has sought to exercise any of his/her rights under the Employment Equality Acts, 1998-2004.

Bullying and/or harassment may take the following forms:

Verbal abuse refers to shouting, unfair and excessive criticism, ridiculing an employee, setting unrealistic and unattainable targets, spreading false truths about the individual around the organisation etc.

Non-verbal abuse refers to inappropriate looks or gestures, displaying emblems on clothing, exclusion, whistling, isolation at lunch breaks or social events, etc.

Physical abuse refers to hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a fellow employee's personal belongings, etc.

This list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner.

This bullying and harassment policy adopts a two-tiered approach (*the informal and formal procedures*) to the issue of bullying and harassment in the workplace. The procedure will be applied to all employees, suppliers and business contacts of SNMCI.

The Informal Procedure

SNMCI is aware of and recognises the effect that bullying and harassment can have on its employees. However, the College is of the view that an informal approach to solving matters can often be effective. In the first instance, an attempt should be made to address an allegation of bullying on an informal basis through the informal procedure set out below.

If an employee believes that he or she is being bullied, they should explain clearly to the alleged harasser or bully that he/she finds the behaviour in question unacceptable.

If an employee feels that such an approach to the alleged harasser or bully in person would be too difficult, then they may seek the advice or assistance of their manager. If it is inappropriate for the manager to be involved the matter should be raised with an alternative appropriate manager.

Having consulted with a contact person*, an employee may then request the assistance of the contact person in raising the issue with the alleged harasser or bully. Any approach made by the contact person to the alleged harasser or bully will be on a confidential, non-confrontational basis and will seek to resolve the issue in an informal low-key manner.

If an employee decides that it would not be appropriate to approach the alleged harasser or bully either personally or through a contact person, or having done so, is not satisfied with the outcome, an employee should proceed to the Formal Procedure.

In instances where an employee is unsure of whether the behaviour constitutes a form of bullying or harassment, they should discuss the matter with the manager.

***A contact person may be a colleague or other person representing the employee.**

The Formal Procedure

In the event that the informal complaint has failed, the harassment is repeated or is of a grave nature, the employee should progress to the formal procedure. All allegations will be dealt with promptly, seriously and confidentially, and the facts will be investigated discreetly and sensitively by a competent person who will objectively carry out an initial examination with a view to determining an appropriate course of action. The procedure is set out below:

- An initial complaint should be made in writing to the manager, or if it is inappropriate for the manager to be involved the matter should be raised with an alternative appropriate manager;
- Precise details of the alleged incidents of bullying or harassment and the names of any witnesses there may have been to those incidents should be included in the written complaint;

- The alleged harasser or bully will be notified in writing that an allegation of bullying and/or harassment has been made against him/her and they will be given a copy of the complainant's written statement;
- The alleged harasser or bully will also be told that they will be given a fair opportunity to respond to each and every allegation made against him/her;
- All complaints will be treated in the strictest confidence possible to comply with the requirements of a fair investigation;
- Only individuals necessary to the investigation will be involved from the initial stages;
- A designated member of management or, if appropriate, a third party will be assigned to carry out an initial investigation into the complaint;
- If the complaint relates to harassment on grounds of age, race, religion, family status, marital status, disability, sexual orientation or membership of the traveller community or relates to sexual harassment, a team of at least two people will be appointed to investigate the complaint where possible;
- Where possible the investigator or investigation team will endeavour to agree terms of reference and a time frame with the complainant and alleged harasser or bully in advance of the investigation;
- Interviews will be held with both the complainant and any witnesses to establish a thorough understanding of the facts of the alleged complaint, and a record of the meetings will be held;
- The complainant and the alleged harasser or bully may be accompanied to investigative meetings by any of the contact persons referred to above;
- All material received will be treated with the highest level of sensitivity;
- Where necessary parties to the procedure may in some cases be sent home to enable parties to investigate the complaint;
- It may be necessary to interview other persons and if so the importance of confidentiality will be stressed to them. Any statements from witnesses will be circulated to both the person making the complaint and the alleged harasser or bully for their comments before any conclusion is reached in the investigation;
- When the investigation has been completed, the investigator or investigation team will present a written report to management;
- Both the complainant and the alleged harasser or bully will be informed in writing of the findings of the investigation and will be given the opportunity to comment on the findings before any action is decided upon by the College;
- If SNMCI decides that the complaint is well founded, management will meet with the alleged harasser or bully prior to establishing what action will be taken;
- Action can and may include counselling, monitoring, mediation and/or disciplinary action such as final written warning, suspension or dismissal;
- Any disciplinary action will be taken in accordance with SNMCI's Disciplinary Procedure;
- Where a complaint is upheld against a non-employees, the investigation report may recommend appropriate sanctions against the non-employees or his/her colleague which could extend where appropriate in the circumstances to exclusion of that individual from the College's premises, suspension or termination of service, suspension or termination of a supply service or other contract;
- In cases where it is discovered that the complainant knowingly made a false accusation of bullying and/or harassment, the College may undertake counselling, monitoring, mediation and/or disciplinary action including dismissal (see malicious complaints below);
- Any party to the investigation who is unhappy with the outcome of the investigation is entitled to appeal;
- Any appeal should be made in writing and directed to the Director within 10 working days of the conclusion of the investigation. The Director may authorise a designate to independently hear the complaint;

- The Director, or her designee if more appropriate, will notify the appellant of SNMCI's decision within a further 10 working days.

Malicious Complaints

Malicious complaints (complaints which have no basis and are intended to impugn the integrity of another employee) are considered a very serious matter and will be treated under the disciplinary procedure and may lead to dismissal.

Section 19

Grievance Procedure

Introduction

SNMCI takes pride in its 'Open Door' policy and actively encourages employees to talk to their manager to discuss issues that affect them and their working environment. If it is inappropriate for the manager to be involved the matter should be raised with the alternative appropriate manager.

SNMCI believes that it is in everybody's interests to establish a clear procedure for the resolution of any issues that may arise in the workplace. Grievances will occur in the normal course of interaction in any organisation or workplace. The College will do everything in its power to ensure that grievances are dealt with adequately, expeditiously and in a manner fully consistent with due process and natural justice.

Full recognition is given to the significance of personal grievances and disputes which will be dealt with without undue delay at the earliest possible opportunity. The College encourages open and frank communication and is determined that employees' questions and concerns will be resolved quickly and where possible to the satisfaction of all concerned.

Informal Procedures

Employees are encouraged to discuss any problem with their manager in the first instance. Only if this fails to resolve the problem should a formal complaint be made.

Formal Procedures

Any problem relating to work or working conditions that cannot be resolved informally should be raised formally through this grievance procedure. Employees should not feel reluctant to raise any concerns. SNMCI will make every attempt to resolve the issue as quickly and as fairly as possible. Any allegation will be treated sensitively and with the necessary degree of confidentiality. The formal grievance procedure is set out below.

Step 1

If an employee has an issue, grievance or concern, they should approach their immediate manager and discuss it with them. They should then meet their manager and explain the problem and why it is causing them concern. Their manager will attempt to resolve the issue as quickly as possible ideally within 10 working days. If the problem is particularly sensitive where the employee believes that it is inappropriate to involve their manager or where the grievance is against or involves their manager, they may proceed to Stage 2 and refer the issue to an alternative appropriate manager.

Step 2

If the manager is not in a position to deal with the matter, the employee can then bring their grievance to an alternative appropriate manager than those involved in stage 1. Alternatively, if the issue is particularly sensitive, or relates to their manager, they should contact an alternative appropriate manager directly, explaining their grievance in writing. The College will then arrange a meeting at which the employee can explain the issue and why it is causing them concern.

Step 3

If the grievance is not resolved at this stage the employee can refer their grievance to the next most appropriate manager within 5 working days.

Step 4

Should amicable resolution of the grievance remain unreachd, the employee can escalate the matter in writing to the Director within 10 working days. The Director may nominate a designee to accompany him or independently hear the grievance. The Director or his/ her designee will

speak with all parties on why the matter is causing concern with the intention of making every reasonable attempt to resolve the issue. The Director (*or designee*) will respond to the employee as quickly as possible ideally within 10 working days and this response will be SNMCI's final decision on the grievance.

Step 5

The issue remains unresolved after Stage 4; the matter may be referred to the Conciliation Services of the Labour Relations Commission or the Rights Commissioner for investigation. Note that both parties must agree to go to the Rights Commissioner before s/he can issue a recommendation. If a matter referred to conciliation or the Rights Commissioner still remains unresolved, it can be referred to the Labour Court for a full hearing.

Step 6

Neither party any form of industrial action until the Labour Court has issued its recommendation. In the event of any question arising which cannot be immediately disposed of and which is being processed in accordance with the grievance procedure, normal working conditions and practices shall continue to operate, pending a settlement i.e. before the dispute commenced.

The College will ensure that no undue pressure will be brought to bear on an employee who uses the grievance procedure.

Rights of Employees

An employee has a right to have a colleague or other person representing them in attendance throughout grievance meetings. Confidentiality will be maintained as far as possible by the College at all times.

Application of Procedure

This procedure will not apply when the matter is an appeal against a disciplinary decision.

Section 20

Disciplinary Procedure

Introduction

There will be times when employees fail to meet the standards of work, conduct and appearance or who disregard policies, procedures. In most of these cases SNMCI will try to help overcome the problems.

SNMCI's reputation with the public is maintained by the high standards of work, conduct and appearance of its employees. The required standards will be discussed with you during your training period and acceptance of these standards is a basic part of your employment with the College. As an academic institution, SNMCI believes that although rules and regulations are essential, they should be as few as necessary to allow it to operate efficiently.

SNMCI believes that the majority of its employees accept the need for rules and regulations, the College's standards of work, conduct and appearance and do not find any difficulty in abiding by these; we believe that all employees are motivated by their responsibility and involvement and not be fear of disciplinary action. It is more important to understand what has led to the situation to try and prevent recurrence.

Core Principles

However, if there are some employees who fail to meet the standards of work, conduct, and appearance, or who disregard rules and regulations, where appropriate management will try to help overcome such problems. It is important for employees to understand that failure to reach the required standards of work and conduct and follow the rules and regulations will result in disciplinary action which may include dismissal. If management view an incident sufficiently seriously the person may be dismissed immediately and the normal procedures will not apply.

- The College reserves the right to take action at the level most appropriate to the matter at hand.
- The College can start the disciplinary process at whatever stage it considers appropriate in the applicable circumstances.
- The employee may be suspended during all or part of any investigation on full pay.
- In every stage of the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- Throughout the disciplinary process the employee will have the right to be accompanied by a colleague or other person representing them.
- An employee will have a right of appeal to against the disciplinary action including dismissal (see **Right to Appeal** below).
- SNMCI reserves the right to skip a stage of the process if it believes the act or situation is serious enough to merit a higher sanction or intervention.
- SNMCI reserves the right to suspend without pay and/or dismiss without recourse to steps 1 to 4 in cases of gross misconduct or serious/wilful neglect of duties.
- Warnings will be cumulative for an accumulation of offences that are deemed by the College to be similar and of a less serious nature.

Dismissal

SNMCI sincerely hopes that it will not be necessary to dismiss employees. Dismissal can due to the following reasons:

- capability
- competence
- qualifications

- conduct
- incapacity to fulfil contract of employment
- legal prevention
- redundancy
- some other substantial reason.

There are, however, certain breaches of the College's policy and procedure and of established custom and practice which may also render you liable to dismissal. All dismissals will be carried out in accordance with the provisions of the College's disciplinary procedure.

SNMCI's Disciplinary Procedure

In the event of a failure to maintain SNMCI standards or individual work performance, the College's disciplinary procedure may be applied as follows:

Preamble: Informal pre-disciplinary discussion

If an employee's standard of behaviour falls below an acceptable level the manager may informally make them aware that this is unacceptable and point out how it must be improved. This shall be seen as a counselling session and the manager will keep a record of the incident.

Stage 1 Verbal warning

- If the behaviour or under-performance in work standards continues to deteriorate or if there is a breach of policies and procedures, the formal disciplinary procedure begins.
- A full investigation is held.
- Following the investigation, a meeting will be held and the employee informed of the outcome of the investigation.
- The employee will be given the opportunity to respond to the outcome of the investigation.
- If appropriate, the employee will be given a formal verbal warning.
- The employee will also be informed that the continuation of the breach is unacceptable.
- An action plan and a date for re-appraisal will be set.
- A record of this verbal warning will be retained on the personnel file and a copy given to the employee.
- The verbal warning will be active on the personnel file of the employee for 6 months unless there is repetition within an agreed review period.
- The employee concerned will have a right of appeal.
- If there is no improvement in the situation within the agreed review period, then there will be progression to stage 2.

Stage 2 First written warning

- A full investigation is held and the employee may be suspended pending the investigation if appropriate.
- A meeting will be held to establish what improvements must be shown and the time scale of the achievement.
- A date for re-appraisal and an improvement action plan will be set.
- The employee will receive a written warning that will be active on the personnel file for 1 year unless there is repetition within the agreed review period.
- The employee concerned will have a right of appeal.
- If there is still no improvement in the situation, there will be a progression to stage 3.

Stage 3 Final written warning

- A full investigation will be held and suspension may occur depending on the circumstances and at the sole discretion of management.
- A meeting will be arranged for discussion and planning and a date will be set to reappraise the expected improved level of conduct or performance.

- The employee will receive a final written warning, which will be active on his/her personnel file for 1 year unless there is repetition within the agreed review period.
- The employee at this stage will be warned that unless improvement occurs, there is a possibility that he/she could be dismissed.
- If there is still no improvement in the situation, there will be a progression to stage 4.
- The employee concerned will have a right of appeal.

Stage 4 Dismissal

Before the dismissal meeting the employee will be made aware of the option to have a colleague or other person representing them present. An employee will be dismissed if they have failed to improve during the previous stages.

The employee concerned will have a right of appeal in writing to SNMCI's Director within 10 working days of the employee being dismissed. The Director may authorise a third party to independently hear the appeal or to join him in hearing the appeal. The Director will respond to the employee as quickly as possible and ideally within 10 working days of receipt and his response will be SNMCI's final decision on the dismissal.

Summary Dismissal

Where, a disciplinary matter has been dealt with at stage 4 and it has been decided to dismiss an employee by reason of gross misconduct the employee may be dismissed summarily.

Summary dismissal may be effected without notice or payment in lieu of notice and without any other benefits to which the employee might otherwise have been entitled. The employee will be provided, as soon as is reasonably practicable, with written reasons for dismissal.

Examples of Minor Misconduct

The following are examples of minor misconduct, which are not exhaustive, that will result in disciplinary action being taken in accordance with SNMCI's disciplinary procedure. These are **examples only** and do not preclude the College considering other misconduct:

- unauthorised absence from work (to include excess breaks, lateness, inappropriate absences);
- standard of work (eg, teaching, innovation in teaching, administration) that falls below the expected standard of a staff member's job;
- deterioration in a staff member's behaviour and relationships with colleagues;
- appearance not meeting the College's standards;
- breach of SNMCI's policies and procedures;
- not reporting absence due to mobile phone failure, isolation from a land line, could not remember number, weather, etc.

Depending on the severity of these actions the above might be considered to be gross misconduct.

Examples of Gross Misconduct

The following are examples of gross misconduct that may result in immediate dismissal without notice or pay in lieu of notice which are expanded upon in the Disciplinary Procedure. Please note that these are **examples only and are not exhaustive**:-

- physically or verbally or otherwise abusing a fellow staff member, student, supplier or member of the public on SNMCI premises;
- inappropriate relationships with students;
- illegal, indecent or dishonest behaviour;
- falsifying or neglecting to complete any SNMCI records, such as accident reports, time sheets, employment applications including CVs, recommendations and references, or expense reports, regardless of when the falsification or neglect is discovered by the School.
- conduct which destroys SNMCI's trust and confidence in you;
- misappropriation of or serious damage to property belonging to the College, School, students, staff, supplier or member of the public on SNMCI premises;

- misuse of confidential information;
- gross insubordination;
- refusal to carry out duties on reasonable instruction;
- gross incompetence or negligence in carrying out your duties;
- disobeying SNMCI's safety or security procedures;
- taking or possessing recreational drugs on the premises or attending for work whilst under the influence of such drugs (i.e., not authorised by medical documentation and/or prescription);
- attending for work whilst under the influence of alcohol;
- provoking or being involved in any violence or threatening violence at work;
- being abusive, rude or intimidating by word or behaviour to students, fellow staff members or other relevant persons during the course of work duties;
- conviction for any offence whether at work or outside work that is incompatible with your employment or which may bring SNMCI into disrepute or which causes it to lose trust and confidence in you;
- discriminating, harassing or bullying fellow staff members, students, suppliers, job applicants or other relevant persons during the course of work duties on the grounds of race, colour, religion or belief, ethnic origin, sexual orientation, gender, age, disability, nationality, marital status, family status, part-time status, membership or non-membership of the travelling community;
- dishonesty at work whether or not it will cause loss to SNMCI;
- failing to fill out correctly your application or any documents relating to your employment with SNMCI which may affect your qualifications for the job, or your ability to carry out the job;
- negligent failure to deal correctly with lost property;
- serious breach of SNMCI's policies and procedures;
- falsification of any SNMCI documents whether or not they give you a pecuniary advantage or whether it is likely to cause SNMCI loss;
- undertaking outside work in breach of SNMCI's policies and procedures;
- serious breach of SNMCI's policies and procedures regarding use of email, the Internet and social media;
- falsely or maliciously complaining of discrimination or harassment;
- theft of property from a fellow staff member, student or any other person;
- engaging in or committing any act of violence, or threats of violence, fighting, or disorderly conduct, during work hours or on the College or School property at any time;
- possession of any form of dangerous weapon(s) on the College or School time or property;
- ignoring or refusing to follow safety instructions or safety rules including failure to observe fire regulations;
- excessive or unexcused absences and/or tardiness;
- leaving the workplace (other than on designated breaks) without notifying one's manager;
- leaving work early without the permission of the manager;
- sleeping during working hours;
- using SNMCI equipment or materials for personal use;
- failure to report accidents and injuries immediately;
- harassment, including but not limited to, sexual harassment;
- taking excessive breaks;
- deliberate failure to follow the correct purchasing procedures;
- failure to follow SNMCI procedures for invoicing and recovery of sums owing to it;
- misrepresentation to the public, e.g. claiming to speak for the management in an unauthorised manner.

SNMCI reserves the right at its discretion to demote (temporarily or permanently) or exclude you from any annual wages review or transfer you to another job if your poor performance is sufficiently serious and such demotion exclusion or transfer is fair and reasonable in the College's assessment.

Dishonest Acts outside Work

Dishonest acts which occur outside an employee's employment with the College but which are relevant to the employment (e.g. theft from shops, fraud) may result in dismissal. This would not normally be summary dismissal. Such incidents which become known to the College will be investigated and the facts fully considered before a decision is taken as to whether employment can be continued. Employees have a duty to disclose criminal convictions or pending criminal charges throughout employment within 48 hours of the offence occurring.

Right to Appeal

Every employee has the right to appeal a decision in the case of disciplinary action, up to and including dismissal. Appeals must be made in writing, stating the full reasons for the appeal and should be served within 10 working days of receipt of written confirmation of the disciplinary action. An employee has the right to be accompanied by a colleague or other person representing them at any stage of the Appeals Procedure. Appeals against decisions should be made to the next appropriate manager or Director as relevant, however appeals against a decision to dismiss an employee should be made to the Chairperson of the Board. Depending on the circumstances, the Chairperson may propose the appeal is heard by an appropriate person with/without his or her involvement (see Dismissal, Stage 4 above).

Section 21

Termination of Employment

Introduction

Termination of employment from SNMCI may result from voluntary resignation or dismissal or redundancy SNMCI. Employees will be entitled to receive and obliged to give the notice as advised in their individual contract of employment. A letter of resignation must be submitted to the manager. The manager will also acknowledge receipt of the letter of resignation. To resign in good standing, an employee must do so in writing to his/her manager as specified in their Contract of Employment. Prior to departure the employee must meet with his/her manager and confirm the following will be provided before departure:

- return any property such as keys, swipe cards for the car park, name badges, passwords, documentation, manuals, equipment, or any other materials (as applicable) belonging to SNMCI; and
- an accurate mailing address and phone number.

Notice Periods

In the event of termination of your employment, employees are required to give the College, and the College undertakes to give them, the notice as set out in individual contracts of employment. However, both parties are free to waive their rights to notice and/or accept pay in lieu of notice, if agreed between them. Nothing in this agreement shall prevent the giving of a lesser period of notice by either party where it is mutually agreed. Notice will not be given, nor will you have any entitlement to notice in the event of dismissal for misconduct or other serious breach of contract or college/school rules. SNMCI reserves its position in matters of disciplinary and grievance procedures where gross misconduct may result in summary dismissal.

Serious misconduct may lead to immediate dismissal without any notice period. Should the termination of employment arise due to redundancy the College will adhere to the legislation as defined in the Redundancy Payments Acts 1967-2007.

Final salary payments shall include all monies due including any outstanding holiday entitlements. If the date of leaving this employment falls in the week following the normal pay period, then the final payment including annual leave entitlements, if any, shall be paid in the following pay period, after the employee leaves the employment.

Termination with Notice

SNMCI reserves the right to request an employee to take their outstanding holiday entitlement during their notice period. Employees leaving the College's employment must be aware of their confidentiality and non-disclosure agreement. SNMCI, at its sole discretion, reserves the right to pay salary in lieu of notice and to require employees to remain away from work during any notice period ("Garden Leave"), whether notice was given by the College or them. If the College requires an employee to remain away from work during this notice period they will continue to be bound by the terms of their employment including the obligations of fidelity and they will be required to comply with any conditions notified to them by the College and, while they are paid their salary, they are not allowed to work for any other person.

Termination without Notice

SNMCI may terminate an employee's employment without prior notice if they:

- are guilty of any serious or (after warning) repeated or continued material breach or non-observance of their obligations to the College;
- are guilty of any gross misconduct, gross default or wilful neglect in the discharge of their duties or in connection with or affecting the business of the College;
- commit any serious act of dishonesty or repeated acts of dishonesty;

- do anything (in the course of their duties or otherwise) which (in the reasonable opinion of the College) does actually or might reasonably be expected to bring SNMCI into disrepute;
- commit a material breach of the College's policies and procedures; or
- are convicted of any indictable offence other than an offence which in the opinion of the College does not affect their position with SNMCI.

Payment in lieu of Holidays

When you leave you will be paid in lieu of holidays outstanding in accordance with College entitlement. As holidays are taken in advance, you may have taken more holidays than you have actually earned by your leaving date. In such a case, you may owe the College money which you will be required to repay. Salary in lieu of holidays is not paid to employees who are summarily dismissed.

Outstanding Payments

When outstanding loans or salary have been overpaid or monies are due to SNMCI on termination of employment the amount due will be deducted from the amount owed to the employee, or the employee must return these monies before end of employment. In cases where SNMCI does not owe the employee money, repayment and agreement about outstanding monies must be reached before employment ceases.

Income Tax Form P45

Your P45 will be issued to you as soon as practicable based on the last day of payroll.

Statements of Employment

Requests for statements of employment should be addressed to the Director.

Return of SNMCI Property

Prior to termination of employment with SNMCI for whatever reason employees shall return to the manager all property belonging to the College or School which may be in their possession or under control including any documents, disks, materials or other media (without retaining copies) which contain or refer to any confidential information as defined in their contract of employment. Employees shall deliver to the College all property which is in their possession. Employees must also notify their manager of any passwords used on their computer and/or laptop and telephone(s) giving all passwords.

Appendix I



Employee Handbook acknowledgement form

This Employee Handbook has been prepared for your information and understanding of the policies and procedures of Saint Nicholas Montessori College Ireland (“referred to as SNMCI”).

Please read this carefully

After you have read it please sign the statement below, and return to the manager.

I, _____, have received and read a copy of SNMCI’s Employee Handbook and Confidentiality and Non-disclosure Agreement (Appendix II to Contract of Employment), which outlines the policies and procedures of the College, as well as my responsibilities as an employee.

I have familiarised myself with the contents of this Employee Handbook. By my signature below I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the College. I further acknowledge that by signing below I agree to comply and to be subject to the policies contained in this Employee Handbook. I understand that this Employee Handbook is not intended to cover every situation, which may arise during my employment, and is a helpful guide to the policies and procedures of SNMCI.

I understand that the College may issue further guidance or make amendments to this Employee Handbook from time to time which will be notified to me.

I further understand that the Employee Handbook is not my contract of employment and should not be deemed as such.

I accept that the College has the right to amend the provisions of this Employee Handbook as it deems necessary in the course of business.

(Employee’s Signature)

(Date)