

THE HR TIMES

Department of Veterinary Medicine – August 2020

University Statement on Returning to Work

University statement on returning to the workplace

This statement relates to the academic University only. Individual Colleges, Cambridge Assessment and Cambridge University Press are putting, or have put, their own arrangements in place.

As the Government continues to ease lockdown restrictions, Colleges and Departments prepare for the return of students, and with more than 150 University buildings now open, institutions should start preparing for the next phase of returning staff to the workplace.

It is ultimately for heads to organise this in a way that best fits the needs of their institutions. In doing so, they should consider the circumstances of their staff, the nature of the work undertaken, and the space within their buildings.

The University's response to the pandemic has seen an enhanced use of flexible and agile working that have brought real benefits for many. The University also recognises the difficulties others have faced in being away from their place of work.

There is therefore no single point of return to the workplace for all staff, and no one-size-fits-all approach. However, the University does expect all staff to work with institution heads and their line managers to return for at least part of the working week – where possible and practicable – by the start of Michaelmas Term 2020.

Priority should be given to those who cannot work at home, followed by those who can work more productively in the workplace. As part of this process, institutions should take into consideration individual personal circumstances, including the completion of an individual risk assessment where appropriate. Line managers should be open to adjusting working patterns, helping with workload planning, and adopting a blend of onsite and home-working.

The practical implementation of this statement and related operational procedures are subject to the latest Government guidance and capacity within buildings once social-distancing measures have been put in place. This statement may need to be updated.

Everyone should also be aware that further restrictions to on-site working may be required should there be a sharp rise in COVID-19 infections – either within a University building, or across the University, city or region.

Working from Home

In line with the statement above anyone that will continue to work at home for part of their working week should ensure that HR hold a completed Working From Home Risk Assessment.

If you have not completed one of these please contact us at hr.enquiries@vet.cam.ac.uk and we will forward the form to you. We will continue to address any concerns you raise, in conjunction with your line manager, on the risk assessment form.

Online Training

This may be an ideal time for you to complete any outstanding online training. If you have not yet complete the Equality & Diversity, Unconscious Bias or Prevent Training these courses can be accessed online and take between 30-45 minutes. Please see the link below

<https://www.ppd.admin.cam.ac.uk/learn-online>

In July we said goodbye to:

Veronica Sisson	JCTS Equine
Sam Khan	JCTS in Small Animal Studies
Thomas Butler	JCTS in Small Animal Studies
Claudia Zindl	SCTS in Small Animal Surgery
Georgina Harris	SCTS in Neurology
William James	JCTS in Farm Animal

Recruitment

Work is ongoing with the School Exceptions Approvals Group (SEAG) to agree cases for exceptional recruitment, in line with the recruitment restraints put in place during the pandemic. We will continue to work with line managers following requests for recruitment but please be advised that, due to the additional approval steps, the process may take slightly longer than normal.

Deadline for the EU Settlement Scheme

- The deadline for all EU/EEA/Swiss nationals to apply for status via the EU Settlement Scheme is 30 June 2021.
- Eligibility for the scheme applies to all EU/EEA/Swiss nationals and their family members who are resident in the UK by 31 December 2020.
- The HR Immigration and Compliance team has provided comprehensive guidance on making an application via the Scheme, including a step-by-step video presentation.

https://www.hr.admin.cam.ac.uk/files/uoc_eea_faq_v.12.pdf

Future Immigration System

- From 1 January 2021 the government will introduce a new immigration system which will collectively apply to new arrivals of EU/EEA/Swiss nationals from this date, and for new arrivals of non-EEA nationals and those currently resident who are required to extend their leave.
- This system will not apply to any EU/EEA/Swiss nationals who are resident in the UK by 31 December 2020, rather they should apply for status via the EU Settlement Scheme.
- Once the details of this scheme are known briefings will be held for staff with HR and recruitment responsibilities.

Introducing the Postdoc Academy

The office of Postdoctoral Affairs has now become the Postdoc Academy and will provide further recognition to the community, both symbolic and practical, which will build on the foundations already established by the OPdA. The Postdoc Academy will introduce a membership and partnership model, details of which will be disseminated in the new academic year. The Postdoc Academy website can be found [here](#)

PPD

The PPD Easter Term Flyer is now available at
<https://www.ppd.admin.cam.ac.uk/formstemplates/ppd-flyer>

Self-Match Mentoring Scheme

- The ourcambridge team, working in close conjunction with PPD, has launched a pilot of a self-match mentoring scheme.
- Through the scheme profiles of mentors and the areas in which they are available to mentor are available for staff to match themselves to.
- Guidance and support for anyone interested in mentoring can be found on the [PPD website](#) and information about the self-match mentoring scheme pilot can be found on the [ourcambridge website](#)

HR Centralised Inboxes

hr.recruitment@vet.cam.ac.uk – if you would like to advertise a role

sickness@vet.cam.ac.uk – to notify us of sickness absence in your team

hr.enquiries@vet.cam.ac.uk – if you have a general HR query

There is a central inbox for Coronavirus queries hr_coronavirus@admin.cam.ac.uk but please continue to use the Departmental HR team for queries, we will have local knowledge and can escalate anything we are unable to answer. **Please continue to report any Covid-19 sickness to the sickness@vet inbox, in line with standard absence reporting procedures, this will also aid with local track and trace.**

Annual Leave

This is a reminder to book any remaining annual leave before the end of the leave year (30 Sep 20)

Although holidays will look a little different this year, it is important that you get a break to fully rest and recuperate.



Which Teams/Zoom Lego are you??

