

# THE HR TIMES

Department of Veterinary Medicine

March 2017

## A big welcome to the Department...

Thea Schou – Research Assistant with Dr Mark Holmes and Dr Andrew Grant

## Goodbye to....

Rachel Edwards

## Staff Networks

### Supporting Parents And Carers @ Cambridge (SPACE)

The University's Supporting Parents And Carers @ Cambridge (SPACE) network welcomes all staff working for the University, a College or an associated institution who have caring responsibilities or are parents.

The aims of the SPACE network are to:

- provide an informal point of information and points of contact
- meet others and share experiences, e.g. do's and don'ts and best practice
- have opportunities to engage with staff from different University support services to find out more about what they can offer

You can join the mailing list which can be done anonymously on the following link:

<https://lists.cam.ac.uk/mailman/listinfo/ucam-equality-space>

## Current Recruitment

We are currently recruiting for the following role in the Department:

PA to Alborada Professor (Head of Department)

Client Services Administrator

We are currently recruiting for the following scholarships in the Department:

JCTS Equine

JCTS Farm Animal and Production x2

You can find out more about these roles at <http://www.jobs.cam.ac.uk>

## Assistant Staff Notice Periods

From 1<sup>st</sup> January 2017 the notice period for new assistant staff and all other unestablished staff who have less than one years' service will be increased from 1 weeks' notice to 4 weeks' notice by either party. It is anticipated that this change will help departments to implement contingency plans for covering a vacancy in the short term.

The new table of notice periods for assistant staff and all other unestablished staff is as follows:

Continuous Service	Notice the employee must give the University	Notice the University must give the employee
Less than 5 years	4 weeks	4 weeks
Over 5 years but less than 9 years	4 weeks	8 weeks
Over 9 years	4 weeks	12 weeks

## Employee Self-Service (ESS) – Update your personal details

Further to the recent email from Melissa, please ensure you log into the recently updated ESS system to update your personal contact details. Please also complete the paper copy and return to Melissa so it can be placed onto your staff file.

ESS has recently been updated and you can log in using the below link

<http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/employee-self-service-ess>

A reminder that ESS lets you:

- Add or amend your address, phone numbers and email addresses
- Add or amend emergency contact details
- View and download online payslips (from June 2008 onwards)
- View P60 (from the tax year 2009/10 onwards)
- View your sickness record

## Dental Health for Donkeys

The Donkey Breed Society are running a “Dental Health for Donkeys” talk on **Saturday 1<sup>st</sup> April from 10:30am – 14:30pm.**

They are offering this for **free** to members of our Department so please do take advantage of this opportunity.

Places are limited. If you wish to book a place please contact Jo Cordell on either 01480 869456 or [jo.cordell@btinternet.com](mailto:jo.cordell@btinternet.com)

