**A HR Policy Guide for Researchers at Sheffield Teaching Hospitals**

**with Line Management Responsibilities**

As a manager a key part of your role is the day-to-day management of staff. With this responsibility comes the need to be familiar with the main Human Resources policies. Intranet links to the key policies you may need whilst dealing with staff issues are included in this guide.

**Sheffield Teaching Hospitals Staff**

Any advice regarding these policies can be sought directly from either of the two divisions in the Human Resources Department – Employee Resourcing or Employee Relations. The contact telephone numbers can be found on the HR Intranet site:

<http://nww.sth.nhs.uk/NHS/HumanResources/Contents.asp?flag=1>

Please note the web links to the policies will only be active if logged into the Sheffield Teaching Hospitals NHS Foundation Trust Network.

**Employee Resourcing**

# Recruitment

The Recruitment policy provides an updated relevant framework for the appointment of employees which is legally compliant and provides best practice in terms of safer recruitment and cost effective recruitment.

1.1 Recruitment and Selection Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/RecruitmentAndSelectionPolicy.doc>

# Terms and Conditions of Employment

This guidance document outlines how to manage fixed term contracts. It details when it is appropriate to employ someone on a fixed term contract, how to extend the contract and how to terminate the contract. The guidelines also clarify the employee’s and employer’s rights with regards to fixed term contracts and ensure the Trust meets the requirements of the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2.1 Fixed Term Contract Guidelines:

<http://nww.sth.nhs.uk/NHS/HumanResources/Documents/FixedTermcontractsGuidanceAugust13.doc>

# Discipline and Complaints

The following policies outline the stages of the Trust’s disciplinary and grievance procedures. The Disciplinary procedure’s main purpose is to help and encourage employees to achieve and maintain standards of conduct, attitude and job performance. The Acceptable Behaviour at work policy details a framework aimed at facilitating the resolution of cases that do not meet standards of acceptable behaviour that occur in the Trust in a clear, fair and transparent manner.

3.1 Acceptable Behaviour at Work Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/AcceptableBehaviourAtWorkPolicy.doc>

3.2 Disciplinary Procedure:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/DisciplinaryProcedure.doc>

3.3 Grievance and Dispute Policy and Procedure:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/GrievanceAndDisputeProcedure.doc>

**Employee Relations**

# Managing Attendance and Leave

These policies relate to the Trust’s leave procedures for sickness absence, maternity leave, unexpected leave (special leave) and study leave. The policies detail management and employee responsibilities.

4.1 Managing Attendance (Sickness Absence) Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/ManagingAttendancePolicy.doc>

4.2 Maternity Leave Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/MaternityLeavePolicy.doc>

4.3 Study Leave Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeavePolicyAndProcedure.doc>

# Work-Life Balance

Within the Flexible Patterns of Working policy the Trust outlines it’s commitment to providing, wherever possible, flexible working arrangements for staff. The policy includes details of the Trust’s flexible working schemes such as career breaks, part-time working, term-time contracts etc. Within the Retirement policy there is guidance for both staff and managers relating to planning for retirement and enabling a smooth transition into retirement.

5.1 Flexible Patterns of Working Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/FlexiblePatternsOfWorkingPolicy.doc>

5.2 Retirement Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/RetirementPolicy.doc>

5.3 Special Leave Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/SpecialLeavePolicy.doc>

# Training and Development

The Training policy defines Trust-wide standards and processes for mandatory and job specific training, including guidance to topic experts, training providers, directorates, departments and staff. Also, included is guidance and templates relating to the new staff appraisal process.

6.1 Mandatory Training and Job Specific Training Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/MandatoryTrainingPolicy.doc>

6.2 Personal Development Review Guidance

<http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/Appraisal/Performance.htm>

# Employee Wellbeing

The following policies detail information for managers and staff regarding the understanding and avoidance of work place stress. There is also a policy regarding how to support staff involved in incidents, complaints and claims.

7.1 Policy for the Management of Work-Related Stress:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/ManagementOfStressPolicy.doc>

7.2 Understanding, avoiding and managing stress: A guide for Managers at STH:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StressLeafletForManagers.pub>

7.3 Understanding, avoiding and managing stress: A guide for Staff at STH:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StressLeafletForStaff.pub>

7.4 Supporting Staff Involved in Incidents, Complaints and Claims Policy:

<http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/CorporateManagement/SuppStaffInIncidentsCompClaims.doc>

**University of Sheffield Staff**

In order to view the University of Sheffield HR policies and procedures, on topics such as recruitment and selection, sickness absence, maternity leave, flexible working and many more, please click on the following link: <http://www.sheffield.ac.uk/hr/guidance>

If you require any guidance on these policies, please contact your relevant University of Sheffield HR representative: <http://www.sheffield.ac.uk/hr/aboutus/whoweare>