

Human Resources Office 2007

Staff Handbook



Waterford Institute of Technology
Waterford Technological University, Ireland

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1. DIRECTOR'S WELCOME

I would like to extend a warm welcome to all new members of staff. We hope you will enjoy your career with us, and find your time spent here both rewarding and fulfilling.

This handbook is intended to assist you over the initial settling-in period, and will also serve existing staff as a useful reference tool.

If you require further information or clarification, contact the Human Resources Department.

Continued success.

Professor Kieran R. Byrne,

Director



2. MESSAGE FROM THE HUMAN RESOURCES MANAGER

We in the Human Resources office developed this handbook with a view to providing new and existing staff with an overview of the Institute in terms of governance, services, policies and procedures. While we have endeavoured to include as much information as possible, the content is not exhaustive and, therefore, should be read in conjunction with other material such as the various other booklets and publications available which are referenced within this booklet.

I hope you find this handbook both informative and helpful and if you require any further information or materials, please do not hesitate to contact us in the Human Resources office.

Neil O'Sullivan,

HR Manager.



3. INTRODUCTION

This staff handbook has been prepared to introduce you to the Institute and to familiarise you with conditions, benefits and entitlements relating to your employment as a member of the Institute.

Please read it carefully and keep it to hand for future reference. If you think it could be improved, we would welcome your thoughts.

The information in the handbook should be seen as a broad guideline. The handbook is not and should not be regarded as a contract of employment. Further information and clarification is available from the Human Resources Department. Please see section 7 for a full list of policies available from the Human Resources Department.

3.1. Mission Statement

Waterford Institute of Technology will apply excellence in teaching, learning and research within an inclusive student-centred environment to foster graduates of distinction who are ready to take a leadership role in business, the professions, industry, public service and society. The Institute will manage its hinterland as a Learning Region and is committed to the educational development of the region in a way that is reflective of its national and international aspects. The Institute will contribute to the economic, social and cultural development of the Southeast region and beyond.

3.2. Strategic Plan

Waterford Institute of Technology's (WIT's) Strategic Plan was developed in a participative and consultative manner, designed to obtain the views of all relevant stakeholders and reflect these in a shared future vision for the Institute. The current plan covers the period 2007 – 2010 and emphasises a number of key strategic actions that will support the achievement of its goals. You can get a copy of the Institute's strategic plan and discussion documents on the Institute's Document Repository in the Strategic Planning folder on the WIT website under WebCT. See 6.19 of this document for an explanation of how to access WebCT.

3.3. Corporate Identity

WIT produced a Corporate Identity manual in 2004. This manual outlines the format to be used in all Institute publications and documents. A copy of this manual can be obtained from the Director's Office (Telephone ext. 5527 or 2015)

Coat of arms:



4. HISTORY AND STRUCTURE

4.1. History of the Institute

Waterford Institute of Technology (WIT) was established in 1970 as Waterford Regional Technical College (WRTC) as part of a general programme of

development of the higher education system in Ireland.

Prior to 1970 the only options for further and higher education which were available to school leavers outside Dublin were apprenticeships (trades and professions) or university.

Two important developments in Ireland during the previous decade included the introduction of free secondary education and the growing pace of economic activity that coincided with its accession to the European Union. The latter in particular required a higher education support structure motivated primarily by vocation goals and offering access to a broader spectrum of the population both socially and geographically than heretofore.

4.2. Development of the Institute

From 1970 until 1992 Waterford Regional Technical College was governed by a Board of Management established by the City of Waterford Vocational Education Committee (VEC).

With the passing of the RTC Act, 1992, significant autonomy was delegated to the college. The link with the VEC was maintained through its representation on the Institute governing body, and through its role in approving the annual document "Programmes and Budgets".

4.3. Authority to make own Awards

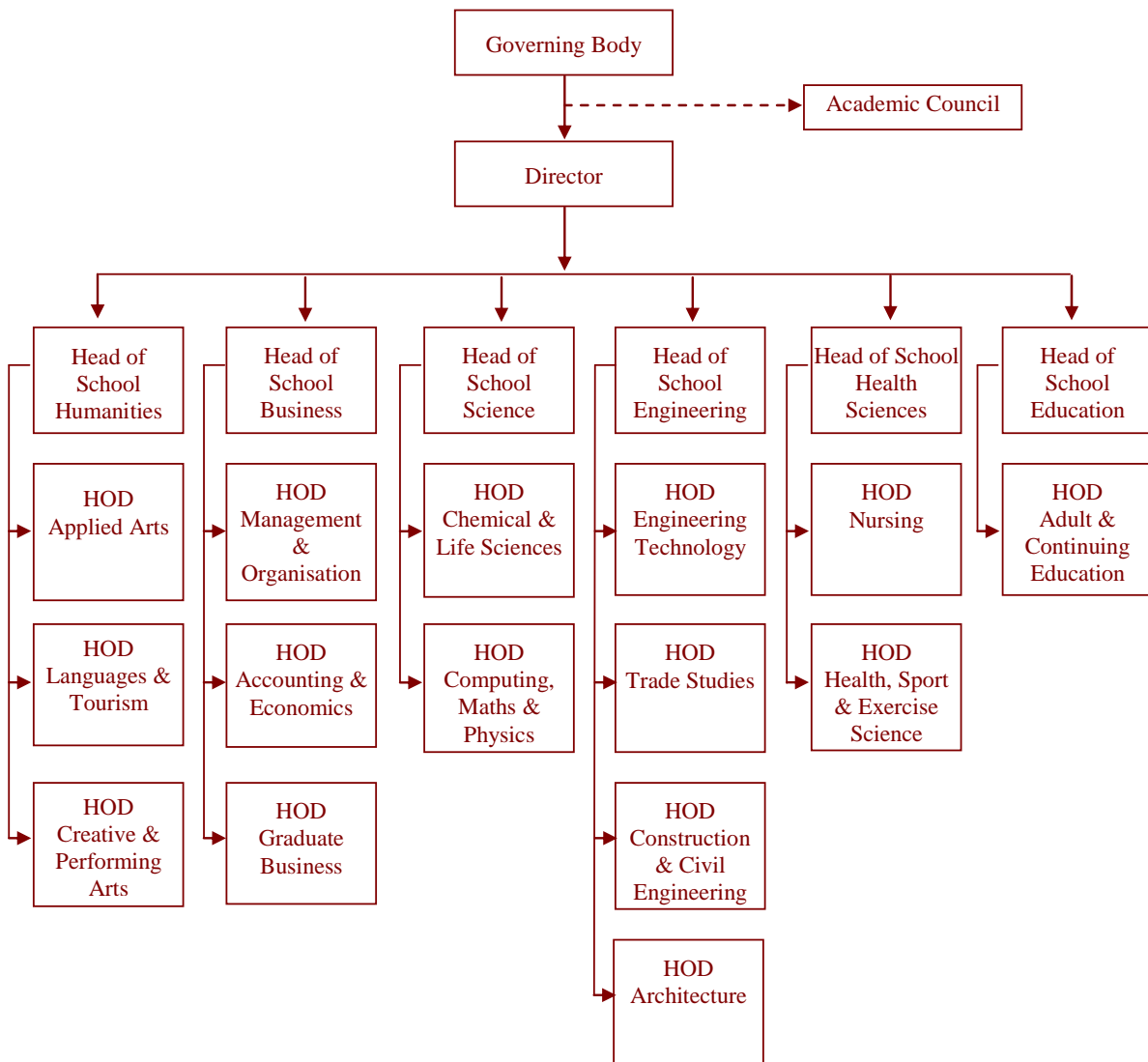
Prior to the implementation of the Qualification (Education and Training) Act, the Minister for Education and Science established an Interim Review Group "to advise the Minister whether institutions listed under the RTC Act 1992, which apply for such delegation should be granted delegated authority to award their own qualifications within a national qualifications framework". The Institute applied for delegated authority to make its own awards. A review group comprising of national and international senior academics and industry representatives visited the Institute in 1998. The interim review group recommended to the Minister that Waterford Institute of Technology be delegated authority to make its own awards at national certificate and national diploma level. This proposal was implemented in 2001.

4.4. Structure

On the following pages there are organisational charts of the Institute structure. The chief officer of the Institute is the Director.

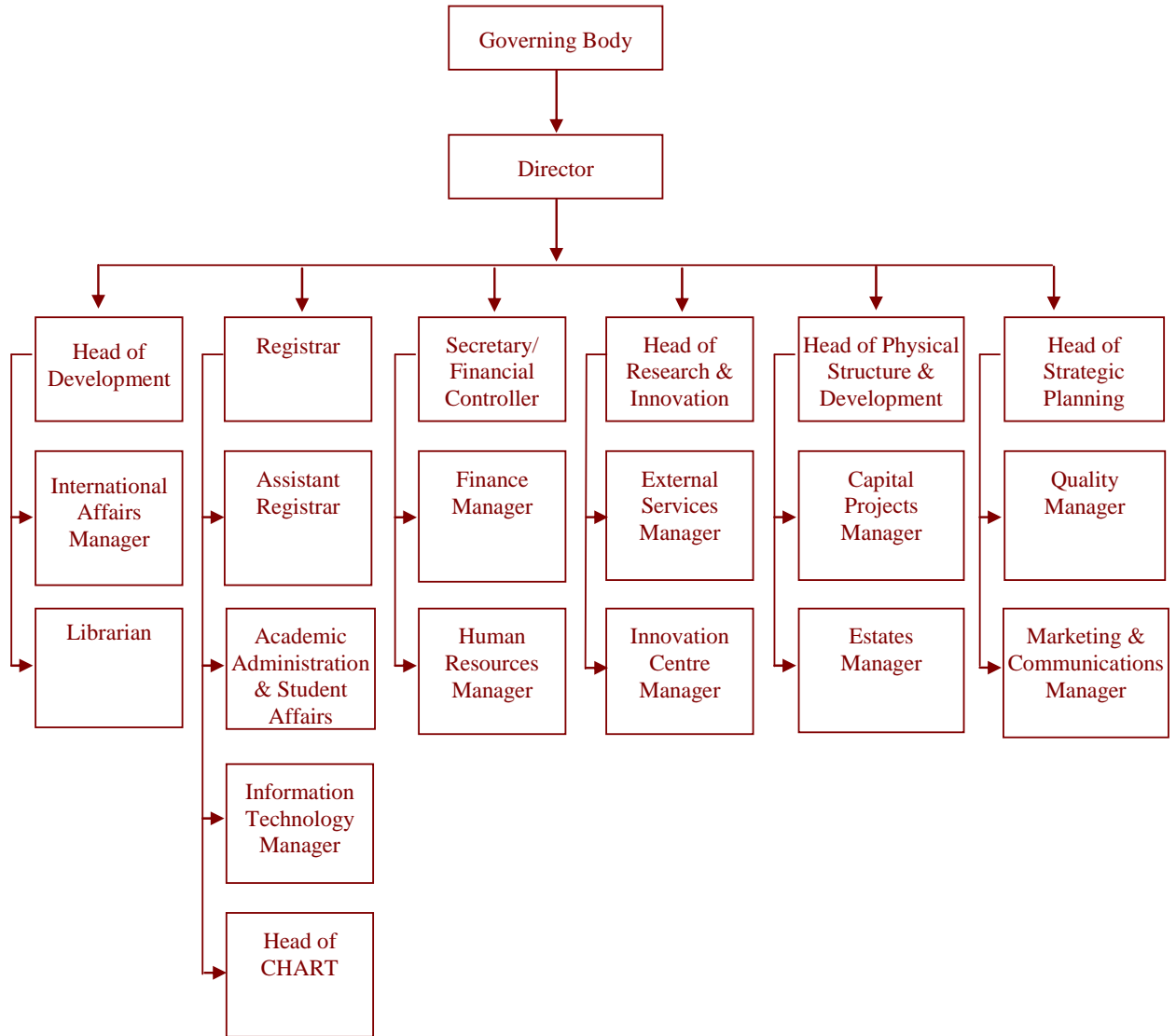
The Director leads the Institute with the Executive Board, which consists of the heads of school and the Heads of Function. The governing body is responsible for the management and control of the Institute's affairs. Under the RTC Act, 1992, the governing body appoints an academic council to assist it in the planning, coordination, development and overseeing of the educational work of the college. Its functions are described later.

4.5. Organisational Chart – Academic Management



HOD – Head of Department

4.6. Organisational Chart – Functional Management



4.7. Governing Body

The Institute's Fifth Statutory Governing Body was established in April 2005, in accordance with the appropriate sections of the Regional Technical Colleges Act, 1992 and Regional Technical Colleges (Amendment) Act, 1994. The Governing Body consists of the Chairman, Director and seventeen ordinary members drawn from various external bodies as well as staff and student representatives.

Members (excluding student members) hold office for a period not exceeding five years and may be eligible for re-appointment. The Chairman, Mr. Redmond O'Donoghue, was appointed in February 2003, for a three-year period which was extended in February 2006 for a further five years.

Section 7 of the above act authorises the governing body to manage and control the affairs of the Institute and all of its property therefore performing the functions conferred on the Institute by the act.

Functions are outlined in Section 5 of the act – to provide vocational, technical and educational training etc. with particular reference to the region.

4.8. Academic Council

The Academic Council is appointed by the Governing Body in accordance with the relevant section of the Regional Technical Colleges Act, 1992, and the Regional Technical Colleges (Amendment) Act, 1994. Academic Council consists of the Director who is the Chairperson, the Registrar who is the Secretary seven Heads of School, the Head of Development, the Head of Research & Innovation, three elected heads of Academic Departments, elected members of Academic Staff, two elected members of support staff and two registered students nominated by the Students Union.

The function of the Academic Council is to assist in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the courses and activities of the Institute.

Queries regarding Academic Council issues should be directed to your Academic Council representative. A list of names of Academic Council members can be obtained from the Registrar's office at Ext. 5535.

For more information on the Academic Council please go to the Academic Council web page on WebCT. For an explanation of what WebCT is please refer to the Services section of this handbook.

4.9. Executive Board

Executive Board is the senior management forum of the Institute and consists of the Director, Registrar, Secretary/Financial Controller, Head of Development, Head of Research & Innovation, Head of Capital Development, Head of Strategic Planning and all Heads of Schools. Meetings are normally held every second Wednesday, during the academic year.

Its responsibilities are:

- To guide the Institute towards its long-term goals
- To provide a forum for discussion and exchange of information for senior management
- To provide a forum for making decisions or, where appropriate, for devolving decision-making
- To devise standard operating procedures for the Institute
- To approve and oversee the disbursement of discretionary expenditure
- To monitor the execution and outcomes of its decisions and plans
- To assist in the promotion of a harmonious and co-operative environment.

5. TRAINING AND DEVELOPMENT

5.1. Training and Development Committee

The WIT Training and Development (T&D) Committee reports to the Institute's Executive Board to co-ordinate, promote, provide support and leadership to staff training and development programmes for the Institute.

5.2. CPD Co-Ordinator

The CPD (Continuing Professional Development) Co-Ordinator is responsible for co-ordinating central provision, liaising with line managers and maintaining effective open lines of communication with staff.

Contact details:

CPD Co-Ordinator Ext. 6157

5.3. Reimbursement of Tuition Fees and Expenses

The Institute's Executive Board has approved procedures for the reimbursement of tuition fees for external courses. Please refer to the Staff Development and Training Strategy and Plan which you can access on WebCT (in the Human Resources section) or you can request a copy from the CPD Co-Ordinator on Ext. 6157.

6. SERVICES

6.1. Staff Social Club

The Staff Social Club at WIT strives to add to and improve the social aspect of life for all staff. Almost all of the current staff at the institute are members of the Social Club. Membership consists of academic staff, management, support staff, administrative staff, technicians and cleaning ladies.

During the Social Club calendar year from November to the following October various events are organized by an elected committee. The largest of these events is definitely the Christmas Children's Party. However, other events such as Monthly Draws, Wine Tasting Nights, Table Quizzes, Social Nights are always well attended.

The committee are also responsible for the updating of the Staff Discount Scheme and making presentations to members who are getting married, celebrating a birth or retiring. Wreaths are sent to members who have suffered a family bereavement. All events and presentations are subsidized by a small weekly contribution from all our members.

Events are always great fun and a way to socialize and meet other members of staff. If you want to meet the various 'characters' of the institute you can be sure to find them at a Social Club event!

If you would like to find some more information or wish to join, please contact a member of the committee. Details of committee members and upcoming events are displayed in the staff areas of each campus. Our main notice board can be found at the lobby of the staff tea room on the cork road campus. Email: socialclub@wit.ie Web: www.witsocialclub.com

We hope to see you at the next Social Club event!

6.2. WITCard

The WITCard is the identification card issued to staff and students when they join the institute. It is multi-functional in that it is used for numerous services on campus. Some examples are: restaurants, library, identification, printing, photocopying, vending and access control.

There are top up stations for these cards in most campuses and there is also the option to top up the card via the WIT website:

<http://www.witstudentservices.com/witcard/>

Contact details:

WITCard office Ext. 2732

6.3. Restaurants

On campus we have a variety of restaurants featuring a wide range of cuisine.

Catering on campus begins at 8.30am and a variety of different foods and dishes are served until 9.00 pm each day. The following is a breakdown of catering servicing (please note restaurants marked * means WITCard only).

Cork Road Campus

- Seasons Training Restaurant - offers staff Fine Dining prepared and served by the students of Hospitality and Culinary Arts at WIT. The restaurant is open 5 days a week offering a Table D'hote Menu which showcases the student's skills. Seasons is open from 12 noon until 2 pm (last reservation 1pm), reservations can be made by dialing ext. 2611.
- Hot House Bistro - situated directly inside the main entrance, opening at 8.30am- 8.45pm with all traditional foods served from breakfast/lunch and a hot evening meal.
- Dome Bar – lunch and bar menu

- Oscar's Café* - "hot sub" bar in the Luke Wadding Library
- The Gallery* – smoothies, bagels, baked potatoes, pizza, pasta and salad bar.
- Corporate Gallery* - formal restaurant setting for staff groups.

College Street Campus

- College Street Restaurant – dinners, smoothies, bagels, and ice-cream bar.

Applied Technology Building

- Browns Road Restaurant – breakfast bar, hot lunches, salad bar.

Carriganore Campus

- Hillside café* - sandwiches and teas/coffees.

6.4. Shops

The Cork Road Campus has a SPAR shop in the Well near the F corridor and the College Street Campus has a campus shop in the atrium.

In addition to a large range of sweets and stationery, both shops carry a wide selection of goods essential to staffs needs.

6.4.1. WIT Style

WIT style is located beside the AIB bank machine in the Atrium of the Cork Road Campus. It stocks a wide variety of sports and leisurewear, which includes our college crest.

Contact details:

WIT Style Ext. 2622

6.4.2. Bookpoint

The bookshop is located on the first floor of the library building. The book stock is made up from student recommended texts, new publications, recreational reading, reference titles and a core stock of titles appropriate to each academic field. The bookshop can order books for staff. If you have any requests or problems relating to textbooks or academic supplies in the bookshop please contact us direct.

Contact details:

Bookpoint Ext. 2701

6.5. Banks

Allied Irish Bank, which currently holds the banking franchise for the Institute, is situated in the Atrium in the Cork Road campus next to the Auditorium. There is one ATM machine at the Cork Road campus located in the main atrium and there is one ATM machine located in the main atrium of the College Street Campus.

Contact details:

AIB, Cork Road Campus Tel. 051 372414

6.6. Medical Services

The WIT Medical Centre is staffed by doctors and nurses and provides quality and comprehensive

healthcare for all staff. This provides information on all health and welfare matters for staff. Payment for doctor's services are by WIT Card only.

The Institute nurse organises smoking cessation programmes for staff and students who wish to give up smoking.

Contact details:

Cork Road Campus Ext. 2873
College Street Campus Ext. 5671

6.7. Counselling Services

6.7.1. Student Counselling

The WIT counselling service is provided free of charge to all WIT students. Counselling provides a safe environment in which students can discuss any difficulties they may be experiencing in a confidential and supportive setting.

The WIT counselling service is available Monday to Friday throughout the year. Evening appointments are offered on Tuesdays and Wednesdays during term.

Contact details:

Cork Road Campus Ext. 2878
College Street Campus Ext. 2475

6.7.2. Employee Well-Being Programme

The Employee Well-Being Programme is a service for all employees, providing confidential, independent advice, together with support and assistance on any matters that impact on work or personal life. Any employee who feels that they require professional support in dealing with a personal or work-related issue can avail of this service, which provides them with access to fully qualified, professional Counsellors. The service can be contacted directly by phoning 1800490390

6.8. Post Facilities

Institute post is sorted and distributed by the Porters.

There is a limited supply of post boxes for staff. To register your requirements please email maintenance@wit.ie.

Outgoing post can be left at the Porters Desk. All personal post must be paid for at time of posting. Stamps are available from the campus shops.

Incoming Registered post is sorted by the porters who then send an email to the individual concerned and arrange a time for collection from the Porter's Office.

6.9. Leisure Facilities

The Fitness Suite is managed by Campus Services; this includes a full gym, which is located on the Cork Road campus. A Staff discount is available and deductions for membership may be made through salary.

Contact details:

Fitness Suite Ext. 2484

6.10. Security

The Cork Road Campus is patrolled by security personnel 24 hours a day. The Institute has engaged a company to provide security services for the Institute. If you have any security concerns, please contact the Estates Office or the Security officers directly.

Contact details:

Estates Office Ext. 2847
Security Ext. 2691

6.11. IT Facilities

The Computer Services department is responsible for the maintenance and development of Institute IT Facilities including data and phone networks, e-mail facilities, MIS and general computing facilities for staff & students. For assistance or to report a fault or to get set up on the system you should contact Computer Services.

Contact details:

Computer Services Ext. 5524
email: computerservices@wit.ie

6.12. Educational Services

6.12.1. Photocopying

Reprographic facilities are available on a school (contact school secretary) and a central Institute reprographics facility basis

School Facilities: The facilities available in schools are intended for small items of photocopying. Photocopying codes necessary to use the school machines are available by contacting the school secretary

Central Institute Facilities: This system caters for the major reprographic requirements for the Institute.

Contact details:

Cork Road (Room W12) Ext. 2620
College Street (Room C002) Ext. 5566

6.12.2. Educational Services Technical Unit (ESTU)

ESTU provides audiovisual services throughout the Institute. ESTU provide onsite and off site support for events that occur outside normal lecture rooms also. ESTU provides Media production/ replication, Video-conferencing, lecture rooms recording facilities, interactive classroom facilities. If you think we can provide a service then talk to us.

Contact details:

Cork Road & ATB Ext. 2080
College Street Ext. 2298
Email: ed-services@wit.ie

6.12.3. Class Materials

Staff requiring class materials such as acetates whiteboard markers should contact the educational service centre room.

Contact details:

Cork Road (Room W12) Ext. 2620
College Street (Room C002) Ext. 5566

Staff requiring audiovisual consumables should contact ESTU.

Contact details:

Cork Road & ATB Ext. 2080
College Street Ext. 2298
Email: ed-services@wit.ie

6.13. Telephones

The Institute phone number is 051 302000.

The switchboard operator is the first point of contact for inquiries in relation to general Institute activities. Under the remit of the IT section, the operator is responsible for the connection of all external calls to/from Institute Employees where direct external access is not available. When a staff member is unavailable to take a telephone call, the caller can leave a message on voice mail. Voice mail is a facility on all extensions. Institute phones should not be used for personal calls, except in cases of an emergency.

Staff are advised that phone call durations and locations are monitored periodically. For voice mail, mailbox, maintenance work etc. contact I.T. services. Staff should also notify the switchboard when they change office.

WIT issues an updated internal telephone directory regularly.

Contact details:

Switchboard Ext. 0
IT Services (voicemail queries) Ext. 5589

6.14. Meeting Rooms

The booking of meeting rooms should be made through the Estates Office in the first instance. Other rooms are available for booking through the Director's Office (main boardroom only) and the School secretaries.

6.15. Parking

In the interest of safety and emergency access, staff are requested to park in the designated car parking spaces provided. Bicycle parking facilities are also provided and it is requested that you do not park motorbikes where they may cause disruption or difficulties. Please do not park in disabled parking spaces unless you have the relevant authorized disc. Cars parked illegally may be clamped.

It should be noted that vehicles are parked on campus at your own risk and the Institute cannot accept responsibility for any theft or damage that occurs.

6.16. Maintenance

The Estates Office co-ordinates the maintenance and upkeep of the buildings and grounds at the institute.

Maintenance faults should be reported to the Estates office.

Contact details:

Estates Office Ext. 2847
Email: maintenance@wit.ie

In the event of an emergency please telephone Ext. 2859, 2748 or 2678. Please reserve calling these numbers for emergencies only.

6.16.1. Cleaning Services

The Institutes' buildings are cleaned daily on a shift basis. If there is a problem with cleaning or you require additional cleaning in a particular area, for example, a special event please contact the Estates Office. It would be appreciated if you could give ample notice for additional cleaning especially if window cleaning is required.

Contact details:

Estates Office Ext. 2847
Email: maintenance@wit.ie

6.16.2. Energy Awareness

In a number of lecture rooms we have installed automatic lighting, which will only activate when the room is occupied. We are always looking at ways to improve energy efficiency at the Institute. If you notice any unnecessary waste of energy please email maintenance@wit.ie

6.16.3. Space Management

If you require space, either office or research space, please register your request to Ext. 2859 or email maintenance@wit.ie

6.16.4. Portering Services

If you need to contact the Porters please telephone:

- Cork Road Campus: Ext 2678
- Health Sciences Building: Ext 5652
- Luke Wadding Library Ext 2827
- Walton IT Building: Ext 5502
- College Street: Ext 2259
- Applied Technology Building: Ext 2421

6.16.5. Environmental Services

Our aim is to Reduce the volume of waste on campus, Reuse products where possible and Recycle using the facilities provided to separate waste at source.

Paper – remember all forms of paper are suitable for recycling. This includes paper for photocopying, headed paper, envelopes, coloured paper and notepads. Staff should watch out for the paper recycling boxes, which are distributed at various points around the Institute, such as offices, photocopying and print centres etc. There are also grey confidential bins provided which can be used for the confidential disposal of documents. These bins are emptied on a monthly basis.

Plastic bottles – e.g. plastic soft drinks bottles can be very easily disposed of in the recycling bins, which are visibly located in the atriums at Cork Road Campus, College Street Campus and the Applied Technology Building.

Beverage Cans – these can be disposed of in the recycling bins located in the atriums at Cork Road Campus, College Street Campus and the Applied Technology Building.

Newspapers & Magazines – Please dispose off these in the recycling bins available for disposal of newspapers and magazines, which are also located in the atriums at Cork Road Campus, College Street Campus and the Applied Technology Building.

Cardboard boxes – should always be folded and flattened and left outside the cardboard recycling facility to the back of the ‘W’ corridor on the Cork Road Campus. For the removal of cardboard at College Street Campus, staff should contact the attendant on Ext. 2259 or the Porters at the Applied Technology Building on Ext. 2421.

Toners & Ink Cartridges – should be returned to the computer services for recycling via internal mail.

Glass - Rehab Bottle Banks are situated at the Cork Road Campus. Glass can be deposited in the containers in the canteens of each campus.

The above bins are emptied on a periodic basis. In the event that a bin requires replacement/emptying or you have an item to be recycled that cannot be placed in the above bins, please contact Estates administration on Ext. 2847 or e-mail maintenance@wit.ie.

AND FINALLY REMEMBER to keep your Institute clean at all times – dispose of cigarette butts, chewing gum, bottles, paper in a sensible and appropriate manner.

Health & Safety issues – please report these to the Health and Safety Officer on h&s@wit.ie or Ext. 5517. (See section on Health & Safety).

6.16.6. Keys & Access

A number of doors have card access locks fitted. If you require access to a particular room please email Estates at maintenance@wit.ie or call Ext. 2748. If it is appropriate, access will be granted to the area by The Estates Office and you will be advised to have your card programmed in the WITCARD office.

If you require key access to an area please contact Estates on Ext. 2847 or email maintenance@wit.ie. You will be required to sign for any keys issued to you.

6.17. Transport

The local city bus service has stops near most Institute facilities. Timetables are available from the Campus Shops. A free shuttle bus also runs between the Cork Road campus and College Street Campus. This leaves from the main door of the main campus.

6.18. Events Protocol

The Institute encourages staff to organise all types of events that enhance our services to the general public. However events can also cause embarrassment if they are not well organised and certain protocols are not followed. This applies especially where there are distinguished guests visiting the Institute. Details of these protocols, plus lots of practical advice on organising events may be obtained from the Estates Office who have a small internal booklet on Events Protocol.

A very basic one to remember when arranging events involving members of the public visiting the Institute to advise reception of the nature of the event being organised together with room/location to be used. As reception is usually the first contact point for enquiries, it is very helpful if this information can be forwarded to reception well in advance of the actual event. In this way reception staff can respond efficiently to all enquiries ensuring a pleasant welcome for visitors and assisting them in finding their way about the campus.

6.19. WebCT

WebCT (short for Web Course Tools) is the software chosen by WIT to assist lecturers in making course materials (and important college documentation including strategic plans) accessible over the Internet.

You can learn more about WebCT or to arrange one to one or group training sessions by contacting the WebCT support staff.

Documentation and online support for using WebCT can be found at <http://library.wit.ie/webct/>

Staff members can log in using your WIT computer username & password (which can be obtained from Computer Services).

Contact details:

WebCT support Ext. 6166

Email: webct@wit.ie

7. EMPLOYMENT POLICIES & BENEFITS

7.1. Introduction

The Institute has developed many employment based policies and also provides a range of benefits to all its employees. These may vary from staff group to staff group and many of the benefits and indeed policies are referenced in individual’s contracts of employment.

All staff are issued with individual terms and conditions of employment. The information in this handbook is of a general nature and in no way varies the specific conditions set out in an individual’s contract of employment. If you have a query with regard to your own conditions of employment you are advised to discuss these initially with your manager and/or the HR office.

7.2. Confidentiality

The Institute is obliged to maintain confidentiality in certain aspects of its work. You are required to maintain confidentiality with regard to information to which you have access in the course of your work. In the case of contact with the media, staff are advised to contact the Marketing & Communications Manager in the first instance.

All information given to the Institute through the H.R. Office will be treated as highly confidential and will be held securely in the H.R. Office. Please advise the H.R. Office, in writing, of any changes in personal details. This ensures that all records, including those relating to pensions, are kept up-to-date.

Staff members are entitled to access to their personal files that are held in the H.R. Office. Staff should contact the H.R. Office to make suitable arrangements.

Under the Data Protection Act, 1988 and 2003, the Institute is registered as a data controller and data processor. Personal data held is available to individual employees on request. Further information on the Data Protection Acts can be obtained from the Data Compliance Officer.

Contact details:

Marketing & Communications Manager Ext. 6228
HR Office Ext. 2050
Data Compliance Officer Ext. 2608

7.3. Selection Procedures

The Institute policy in relation to recruitment and selection is to ensure that the best person, in terms of ability, experience, skills, potential and overall suitability is selected for a specified post. The Minister sets down the procedures used in the Institute for Education & Science.

7.4. Superannuation

Staff are covered under the Public Service Superannuation Schemes, which are defined benefit schemes and appropriate deductions are made from Salaries/Wages. Staff employed on or before 31st March 2004 must retire at 65 while due to recent legislation staff employed after that date are not required to retire on grounds of age. Staff should contact the H.R. Office, if they wish to discuss matters relating to early retirement, retirement on grounds of ill-health or to obtain an estimate of any benefits which may become payable on retirement.

Contact details:

HR Office (Superannuation) Ext. 2862

7.5. Industrial Relations

The trade unions recognised in Waterford Institute of Technology for the purposes of negotiation, consultation and communication are set out below and represent the following categories of staff:

- IMPACT - administrative and library staff

- AMICUS - technicians, attendants and caretakers
- SIPTU - support staff
- TUI - academic staff

Meetings are held with representatives of all of the trade unions on a regular basis. Every attempt is made to resolve problems at local level.

On those occasions, however, where no resolution is possible, an issue may be referred to the appropriate third party.

While it is hoped that most issues causing concern for staff can be resolved in an informal manner, it is necessary to have formal procedures outlining the manner in which problems will be discussed. Arrangements between the Institute and trade unions in relation to grievances and disciplinary matters exist within the Institute.

For those staff who are not members of a trade union, the Institute follows procedures which are in line with those existing in many organisations and indeed, are as advised by representative bodies such as the Labour Relations Commission. It is in the interests of all concerned that procedures are adhered to and that, in the first instance every attempt is made to resolve issues in a prompt manner and without resort to outside agencies. If you have any queries in relation to the procedures, please contact the HR Office.

A facility is available to staff who are members of recognised trade unions which enables the appropriate union subscription to be deducted directly from salary.

Contact details:

HR Office Ext. 2861 and 2020

7.6. Dignity & Respect Policy

Waterford Institute of Technology is committed to a policy of equality in all its employment practices. The Institute will ensure that no employee or job applicant receives less favourable treatment on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the travelling community. The Institute recognises that responsibility for ensuring the provision of equality rests primarily with the Institute, as an employer.

It is also the policy of the Institute, that all employees are free to perform their work in an environment, which is free from threat, harassment, intimidation and any behaviour, which adversely affects the dignity of people in the workplace. Incidents of harassment will be regarded seriously and can be grounds for disciplinary action that may include dismissal or expulsion.

Full details of the formal and informal procedures that relate to these policies are set out in the Dignity & Respect Policy available from the H.R. Office, the Equality Officer, Designated Contact Persons or any Department or Function. All staff are requested to read and abide by this policy.

Contact details:

Equality Officer Ext. 5594
HR Office Ext. 2861

7.7. Disability Policy

Waterford Institute of Technology is committed to implementing a policy of equal opportunities for people with disabilities. In particular, the Institute is committed to ensuring that people with disabilities are facilitated to give effective performance as students and staff and are not disadvantaged by reason of having a disability, and all reasonable accommodations are made to meet their requirements.

It is fundamental, in an open society, that all who have the ability and motivation to benefit from Higher Education can rise to its challenge without arbitrary barriers. Exclusion for them is a form of discrimination, which violates the very principles of education itself.

The disability support policy gives concrete expression to the philosophy for those who have special needs arising from their disability. It will be a success if they can look to Higher Education as a way of achieving their full potential and aspire to contributing up to and including the highest levels of society.

Copies of the policy are available from the HR Office or the Disability Officer in the CHART office.

Contact details:

CHART (Disability Officer) Ext. 2871

7.8. Leave**7.8.1. Attendance at seminars/presenting programmes**

Where a staff member attends a seminar, etc., it is important that teaching/other commitments are rescheduled and/or fully covered. Such absences must be fully authorised in advance by the head of department or function.

7.8.2. Absence

Regular attendance and good time keeping are an essential part of the smooth and effective running of the Institute. The Institute should approve all absences from work. Staff unable to attend work due to sickness must contact the H.R. Office before 10 am on the morning of the first day of the absence. Staff must also inform the H.R. Office of their return to duty.

Contact details:

HR Office Ext. 2050 (Externally: 051 302050)

7.8.3. Adoptive leave

Paid adoptive leave will be available to all female members of the Institute staff who adopt a baby except those employed, for a fixed term of either less than 26 weeks or of which there are less than 26 weeks to run. Paid adoptive leave will consist of 24 consecutive weeks' leave with pay. At the staff member's request,

the leave will be extended by up to 16 weeks without pay. Adoptive leave will commence as soon as the child is placed with the staff member for adoption.

Any member of staff who intends to take adoptive leave should give adequate notice of her intention to take such leave. Further details on procedures relating to this policy may be obtained from the H.R. Office.

Contact details:

HR Office Ext. 2050

7.8.4. Annual leave

Annual leave for academic staff is in accordance with the academic calendar. Details of non-academic staff leave entitlements available from the H.R. Office. All requests for leave should be first approved by the respective head of department or function and then notified to the H.R. Office.

Contact details:

HR Office Ext. 2050

7.8.5. Career break

Staff may avail of career breaks for a minimum period of one year up to a maximum period of five years. For further information contact H.R. Office

Contact details:

HR Office Ext. 2050

7.8.6. Compassionate leave

Compassionate leave may be granted to provide staff with time away from work at a time of bereavement in the family. Leave with pay will be available on the death of an immediate relative. All arrangements for compassionate leave should be agreed with the head of department or function and notified to the H.R. Office

Contact details:

HR Office Ext. 2050

7.8.7. Force majeure

A staff member is entitled to leave with pay from the Institute for urgent family reasons, owing to injury or illness of a child or adopted child of the staff member, the spouse of the staff member or a person with whom the staff member is living as husband or wife, a person to whom the staff member is in loco parentis, a brother or sister or a parent or godparent. Force majeure leave is paid leave and cannot be treated as part of any other leave (for example sick leave, adoptive leave, maternity leave, annual or parental leave) to which the staff member is entitled. A staff member may not be absent on force majeure leave for more than 3 days in any 12 consecutive months, or 5 days in any 36 months.

Contact details:

HR Office Ext. 2050

7.8.8. Job sharing/Work sharing

Job share and Work share policies exist within the

Institute. Further details on these policies and application procedures are available from the H.R. Office

Contact details:
HR Office Ext. 2050

7.8.9. Jury service

Section 29 of the Juries Act 1976, provides that a person in employment is entitled to be released from work for the purpose of jury service. Where staff are called upon for jury service or to act as a state witness, leave with pay will be given subject to Institute procedures. Where you are acting as a state witness, leave with pay will only be approved on condition that the Institute will be refunded the appropriate salary and employment costs by the State. You should inform your head of department or function immediately on receipt of the official notification and contact the H.R. office with details.

Contact details:
HR Office Ext. 2050

7.8.10. Marriage leave

A member of staff may be granted five consecutive days special leave of absence with pay on the occasion of his/her marriage. Applications for such leave should be made in writing in good time to head of department or function/H.R. office.

7.8.11. Maternity leave

Female members of staff are entitled to 26 consecutive weeks leave of absence with full pay. This can be taken 2 –6 weeks before the estimated date of delivery.

In addition, an application may be made at the end of paid maternity leave to allow up to 16 weeks special leave without pay.

In order to obtain maternity leave, a medical certificate should be submitted confirming pregnancy and stating the expected week of confinement. This certificate must be submitted at least 4 weeks before the date on which members of staff intends to go on maternity leave.

Female staff on fixed term contracts are covered until the expiry of their contract. Any leave entitlements or benefits cease on the last day of employment.

The policy at Waterford Institute of Technology extends full pay to all employees during the period of maternity leave. For those staff paying PRSI at the AI rate, in order to receive full pay during these 26 weeks, any social welfare benefit cheques must be forwarded immediately to the payroll office on receipt. Staff members will be liable in the event of failure to make a claim for maternity benefit.

This information is correct at time of publication. Please consult the HR office should you have Maternity Leave queries.

7.8.12. Parental leave

The Parental Leave Act, 1998, entitles parents of young children to 14 weeks unpaid parental leave to take care of the child. Parents of young children should contact the H.R. Office to establish eligibility for parental leave. The application process and terms under which parental leave may be approved are detailed fully in this procedure. Parental leave must be used before a child reaches the age of 8 years at which stage the entitlement to parental leave ceases. Details and application forms are available from the H.R. Office.

7.8.13. Sabbatical leave

This leave is available on a pilot basis to members of the academic staff who has completed five years continuous service at the Institute and wish to pursue research and/or related activities. Applications are invited from eligible staff on an annual basis. The difference between this and a career break is sabbatical leave you still get paid by the Institute.

7.8.14. Sick leave

The Institute operates a sick leave scheme for staff. Details and entitlements of the scheme are available from the H.R. Office.

7.8.15. Special leave

In certain limited circumstances, staff may be entitled to special leave. Normally, this leave is confined to those who work on approved projects in developing countries. Requests for special leave should be addressed to the H.R. Office.

7.9. Performance Management Development System (PMDS)

PMDS is a combination of two processes - Performance Management and Staff Development. Performance management is about agreeing priorities and objectives for improved service delivery and reviewing progress against these objectives on a regular basis. The Staff development process is about agreeing development and training needs, both for improving current job performance and enhancing career prospects.

Every staff member has an individual meeting with the manager / Head of Department during which they review progress and performance for the previous year and agree new priorities and objectives for the following year. They also identify what might get in the way of making improvements and meeting objectives and agree plans to overcome these problems. This leads to the next process, where any training and development needs are identified, agreed, and recorded in the employees' Personal Development Plans.

One year later, the Manager/ Head of Department meets the employee, to review progress on performance and Personal Development Plans. They agree necessary actions, priorities and plans for the following year. That's the formal system, however, in

practice, the manager and employee will be reviewing progress informally on an ongoing basis.

Details of the scheme are available from the HR office and/or Heads of Department and Central Services Managers.

7.10. Student Feedback

There are nationally agreed feedback forms which are completed annually by each student. The results of these surveys are collated by individual lecturers and submitted to Heads of Department. Heads of Department also carry out department/course surveys which are then used to improve the delivery of academic services to students.

7.11. Contracts of Employment

Contracts of employment are issued to all members of staff. These set out the terms of conditions of your employment. If you have not received a contract please the HR Office.

To resign from your employment within the Institute, you should notify your head of department formally in writing as well as holding a discussion with him/her. A letter of resignation should also be sent to the H.R. Office.

Notice periods may vary depending on the specific nature of the job and your individual terms and conditions of employment and you should check your contract of employment in this regard. The Minimum Notice and Terms of Employment Act 1973-1991 will apply in all cases except in the cases of employees normally expected to work less than 8 hours per week; and employees with less than 13 week's continuous service with the Institute.

Contact details:

HR Office Ext. 5519

7.12. Service Charter

The Institute has a services charter. This document:

- Details our client promises
- Gives information on how to contact the Institute
- States the standards which you can expect from the Institute
- Details our complaints procedure

Copies of the charter are available from the HR office.

7.13. Alcohol Policy

The ethos of Waterford Institute of Technology is to promote positive learning experiences through academic excellence in a caring and supportive community where students and staff in need of assistance are given the necessary supports. WIT is obliged to provide a safe working environment for all students and staff. Alcohol issues cannot be tackled in isolation but must be seen within a broader context of lifestyle issues and Institute supports. Consequently representatives from WIT students and staff from a

range of support activities have contributed to the formulation of this policy document. The activities to promote a positive approach to alcohol and the policy itself will be reviewed as required.

Copies of the policy are available from the Q drive or via the WebCT.

7.14. Smoke Free Policy

WIT is fully committed to establishing and healthy environment for all building users by introducing and maintaining a smoke free policy. Smoking is prohibited in all areas inside all buildings at the Institute and in all Institute owned and leased vehicles.

7.15. E-mail Usage Policy

E-mail has brought huge benefits to WIT in terms of improved communications, enabling Institute staff and students to communicate promptly, efficiently and effectively with colleagues inside the organisation and clients, customers and suppliers externally. The advent of e-mail has made communication very convenient and instant. However, with the convenience comes an element of risk. People using e-mails tend to forget that they are also a form of official documentation. Also, with the available technology, an e-mail that seems to be "deleted" may be traceable. As the industry matures, and the usage of e-mail permeates to all the different functional areas of our business, it is becoming clear that the consequences of exchanges that Users make over the Internet using Institute systems put both the Users and WIT at risk.

The purpose of this document is to inform users about these threats, legal, interpersonal and technological, and to advise all Users on the acceptable use of e-mail required for workplace harmony and maintaining the good image of the Institute.

All Users have the responsibility to use the Institute's computer resources in an efficient, ethical, effective and lawful manner. Copies of the policy are available from Computer Services.

Contact details:

Computer Services Ext. 5524

7.16. Payroll Information

7.16.1. Commencement of Employment

It is important, on commencement of employment, that you obtain a set-up form from the H.R. Office. The information on this form is essential for you to be set up for payment and should include your PPS number, (very important) contact details, title of post, commencement date, etc. It also requests details of your bank account. Please note that it is the Institute's policy that all new staff are paid via paypath.

In order to sort out your tax for your employment in WIT, you will need to contact the tax office on lo call number (1890 444 425) (quoting your own PPS No.) OR you may choose the new PAYE Self Service

option – by logging into the revenue website which is www.revenue.ie.

If you have not worked in the current tax year or have been abroad you should contact the tax office using either of the above options and request a current “PAYE Notice of Determination of Tax Credits and Standard Rate Cut-Off Points”. You will need to advise them that you are starting work with the Institute quoting our employer’s registration number: 9503034A. Depending on your circumstances - you may be required to fill out a form indicating the allowances applicable to you. (Form 12/12A). After approximately three weeks you will receive a copy of this form to the address, which is currently held for you on Revenue’s files. The same details will be received electronically by WIT when all tax details for new and existing employees are uploaded. Uploads are carried out in the payroll department on a weekly basis.

Alternatively you may hand in a current P45 to the Payroll Office upon commencement of employment. A current P45 must be issued within the current tax year – The tax year runs January to December.

In the absence of any steps being taken by the employee to ensure that WIT have the correct tax details, emergency tax will be applied. It is the employee’s responsibility to ensure that they are on the correct tax band.

If you are working part-time only and your employment with the Institute is not your main employment you should make arrangements, with the tax office, to divide your credits and cut off for the year, between your two employers, or opt for a nil credit and cut off to be allocated to WIT.

7.16.2. Claiming Part-Time Hours

Claim forms can be obtained from your school administrator. Once completed they are inputted at school level and payment is received the following month. For further details on the procedure and details of deadlines –please contact your school/function administrator.

7.16.3. Claiming Overtime

A staff member wishing to work overtime must seek authorisation in advance from the head of school/department. Levels of overtime rates are available from the payroll section in the finance office. An overtime claim form must be completed and submitted to payroll. Overtime is paid a week in arrears.

7.16.4. Payroll Deductions

In addition to the standard PAYE/PSS deductions, deductions can be made in respect of:

- Superannuation
- Additional voluntary contributions (AVC’s)
- SIPTU
- IMPACT

- TUI
- TUI credit union
- MSF
- Irish Life
- An Post savings
- WIT social club
- VHI
- Income protection
- St Bridget’s (Charity)
- SAFEST (Charity)
- Premium banking
- New Ireland Assurance
- Third world group (Charity)
- Fitness suite
- WSPCA (Charity)
- Rowe Creavin medical centre
- Vivas Health

7.16.5. Health Schemes

VHI - Group scheme number is 21/9424. To become a member of the group scheme, contact VHI in Cork - 021 277188 (Ext. 2211). E-mail www.vhi.ie for details of the different plans.

VIVAS Health – Contact details www.vivashealth.ie
Group Scheme Number: VIVG6223

7.16.6. Payroll Frequency

There are two pay frequencies within the Institute:

Monthly – Academic, Management, research staff- payment made on last working day of each month

Weekly – Administration, Support, Technicians, Library staff – payment made every Friday.

7.17. Health & Safety

It is the policy of Waterford Institute of Technology to promote high standards of health and safety within the Institute and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005 and associated legislation are achieved.

In addition to our commitment to the safety of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities.

The Institute undertakes to ensure that adequate resources are provided to implement the Health & Safety Policy. The Management Team will therefore ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Adequate numbers of suitably trained personnel are available to undertake all work activities.
- Sufficient resources are available to provide necessary information and training with respect to health and safety.

All members of the Institute are expected to demonstrate their commitment towards safe and healthy work and study environment by complying with the Institute's health and safety policy and associated procedures.

Contact details:

Health & Safety Officer Ext. 5517

7.17.1. Accidents & Near Misses

All accidents/near misses should be reported immediately to your Manager/Supervisor or the Health & Safety Officer.

In the event that none of these individuals are available, report the accident/near miss to the Porters on duty.

If you require medical treatment, attend the medical centre on the Cork Road Campus/College Street Campus. In the event of the medical centre being closed, individuals should proceed to the medical centre in Barronstrand Street or the Accident & Emergency Department at Waterford Regional Hospital.

Contact details:

Health & Safety Officer Ext. 5517

7.17.2. First Aid & Defibrillators

First aid provisions & Defibrillators are located throughout each campus. If you require first aid assistance, please contact the Health & Safety Office, your School Office, the Porters or Security on each campus.

7.17.3. Instructions on Discovering a Fire

- Activate the nearest fire alarm call point
- Ensure the safe shutdown of equipment/ electricity/ gas in use
- Evacuate the building by the nearest exit route
- Close all doors after you
- Proceed to the assembly point
- Do not go to lockers/workstations etc. to collect personal belongings
- Do not use the lift
- Do not re-enter the building until the "all-clear" signal is given

7.17.4. Assembly Points

Assembly points are located in the car park areas of each campus and are highlighted on the fire evacuation notices throughout each campus.

8. SCHOOLS AND FUNCTIONS

Each school is made up of a Head of School, Head(s) of Department(s), Academic Staff, and a School office, which has Administration personnel to support the running of the school. Some departments also have dedicated technicians assigned to them.

8.1. School of Business

The School of Business has an international reputation for excellence in business education. It provides undergraduate, postgraduate, executive and entrepreneurial education. The School has over 100 academic specialists with strong links to industry and the professions. It is made up of three departments:

- Management and Organisation
- Accountancy & Economics
- Graduate Business

Contact details:

School Administrator Ext. 2841

School Secretary Ext. 2184

Department Secretary Ext. 2036

(Accountancy & Economics)

Department Secretary Ext. 2675

(Management & Organisation)

8.2. School of Engineering

The School of Engineering has four departments:

- Architecture
- Engineering Technology
- Construction & Civil Engineering
- Trade Studies

In addition to fully assigned and shared lecture rooms the School has an extensive range of laboratories, studios and workshops supported by a team of technicians.

Contact details:

School Administrator Ext. 2035

School Secretary Ext. 5568

Department Secretary Ext. 2613

(Engineering Technology)

Department Secretary Ext. 5512

(Construction & Civil Engineering)

Department Secretary Ext. 2463

(Trade Studies)

8.3. School of Health Science

The School of Health Science provides education in the areas of nursing, health, sport and exercise for undergraduate students

The School of Health Science has two departments:

- Nursing
- Health, Sport and Exercise Sciences

Staff in the Department carry out research in many areas, including analysis of health behaviour patterns, the effect of exercise on metabolism and alcohol consumption among students in sporting clubs.

Contact details:

School Administrator Ext. 2774

School Secretary Ext. 5554

Department Secretary Ext. 5593

(Health, Sport & Exercise Science)

Department Secretary Ext. 2806
(Nursing)

8.4. School of Humanities

The School of Humanities has three departments:

- Applied Arts,
- Creative and Performing Arts,
- Languages, Tourism and Hospitality.

The School's administrative offices are located on the College Street campus, where much of the School's teaching takes place. The School also has an administrative office on the Cork Road campus where the programmes offered by the Department of Languages, Tourism and Hospitality are located.

Contact details:

School Administrator Ext. 5553
School Secretary Ext. 5546 & 5679
Department Secretary Ext. 6154 & 2846
(Languages, Tourism & Hospitality Studies)
Department Secretary Ext. 2106
(Applied Arts)
Department Secretary Ext. 2251
(Creative & Performing Arts)

8.5. School of Science

The School of Science, which undertakes tuition and research in science and informatics, is made up of two departments:

- Chemical and Life Sciences
- Computing, Mathematics and Physics

The School complements its teaching portfolio by a strong emphasis on high-level research, and encourages its students to set their sights on post-graduate studies. The School offers teaching from a 3 year B.Sc. programmes to PhD level.

The School is accredited to make its own award degree up to PhD level, in recognition of the excellence of its teaching and research.

The School has a strong research ethos, with internationally recognised research groups working in such fields as environmental science, separation science, genetics, telecommunications software, human factors in computing, e-Learning, automotive software engineering and scientific computing.

Contact details:

School Administrator Ext. 5575
School Secretary Ext. 2037
Department Secretary Ext. 2482
(Computing, Maths & Physics)
Department Secretary Ext. 5625
(Chemical & Life Sciences)

8.6. School of Education

The range of programmes offered by the Department of Adult & Continuing Education, is evidence of the commitment of Waterford Institute of Technology to

lifelong learning through continuous professional development.

The programmes offer opportunities to those who wish to:

- Enhance their career opportunities
- Prepare for Third Level study
- Develop personally or to enhance the world around them
- Have a pleasant and enlightening evening in the company of others

Courses vary from ten weeks to four years in duration. There are Third Level courses both at undergraduate and postgraduate level on offer. Most programmes require attendance at lectures once/twice per week, at night or on Saturday mornings, in WIT or in some of our other centres in the region. Other programmes can be completed over the Internet in the comfort of your own home or in your place of work.

WIT staff members may avail of these programme offerings by applying to the Department of Adult & Continuing Education (ACE) before September 15th each year. Tuition fees can be charged to your School's training budget subject to authorisation from the budget holder i.e. Head of Department/Function.

WIT recognises and respects the importance of developing and supporting the growth of employees, our most important asset, through education, training and feedback. The School of Education & Professional Development also co-ordinates the annual Staff Training & Development Handbook. In the past we have selected and offered short courses and on-going training opportunities as a direct result of feedback, suggestions and input from our staff. These course offerings are advertised internally each year via e-mail and places are allocated on a first come first served basis. We are always open to new suggestions for staff development courses. Please e-mail ace@wit.ie if you wish to propose a new course or if you have any queries regarding any of the above information."

Contact details:

School Administrator Ext. 2706
School Secretary Ext. 2868 & 2040

8.7. School of Research & Innovation

The establishment of the school reflects the Institute's commitment to the development of a research-centric learning environment within WIT.

The School of Research is committed to the development of an integrated Institute-wide research support infrastructure (funding, training, and resources) to maximise the impact of all research activities. Academic research is not constrained by regional and national boundaries and our research should be benchmarked against world-class research. Peer reviewed publications and funding success are important benchmarking parameters for measuring research excellence. Such success reflects well on the

academic reputation of the individual researcher(s) and on the Institute.

As an Institute, WIT has a critical role to play in supporting regional development and sustaining a competitive economy. Our strategy of promoting research, innovation and supporting entrepreneurship is very much in line with government policy.

Contact details:

Projects Manager Ext. 6260
Staff Officer Ext. 5503
Personal Assistant Ext. 5596
Administrative Assistant Ext. 5501

8.8. Registrar's Office

The Registrar's Office oversees the following functions:

- Academic Affairs
- Marketing and School liaison
- Admissions
- Registration
- Student Support
- CHART (Centre for Access Retention & Teaching)
- Computer Services (see IT Facilities section 6.11)
- Examinations
- Academic Awards & Quality Assurance
- Alumni
- Careers

Admissions procedures are laid down by academic council and stretch over a very long number of years, but are fully encompassed in the prospectus.

Registration procedures are laid down by Academic Council. Procedures apply to a wide variety of student types, including part-time students, post-graduate students, mature students, as well as full-time undergraduate students. Admission procedures are fully encompassed in the prospectus.

Registration procedures have now devolved to and are fully covered by the Banner system. Banner is an Oracle-based Student record system, which provides solutions for student information management that can be used throughout all phases of a student's interaction with the Institute from initial contact to graduation and alumni services.

Examinations procedures are fully documented in the Examination Regulations and Awards Procedures.

Graduations and awards are fully covered by the above, quality assurance procedures, and the approved course schedules.

Fees and Grants procedures are largely external to the Institute and are laid down by the Department of Education and Science.

Contact Details:

Academic Affairs Ext. 5535, 2041 & 2042
Admissions Ext. 2603 & 2685
Registration Ext. 2087

Examinations Ext. 2043 & 2883
Academic Awards & QA Ext. 5690 & 5657
Alumni Ext. 2848

8.8.1. Schools Liaison

The Schools' Liaison Office is involved in a number of broadly promotional initiatives, including attendance at careers exhibitions, organising the Institute Open Day, making visits to secondary schools, and publishing the Institute's undergraduate prospectus.

Contact details:

Marketing and School Liaison Ext. 5534 & 5533
Mobile: 087 9287592

8.8.2. CHART (Centre for Helping, Access Retention and Teaching)

The centre is primarily concerned with:

- Improving retention of students within WIT by helping them in a range of ways to complete their course
- Making the college more accessible to a broad range of students who traditionally may not have considered third level education as an option
- 1st year Induction
- Additional Learning Support
- Academic Guidance
- Childcare Subsidy
- Direct Financial Assistance
- Junior Access Programmes with local schools
- Summer School for mature students

Contact Details:

CHART Office Ext. 5513 & 2758
Disability Officer Ext. 2871
Access Officer Ext. 2762
Retention Officer Ext. 5662

8.8.3. Careers Centre

The Careers Centre is the main point of contact for:

- Students and graduates interested in planning and developing their career;
- Employers interested in graduate recruitment;
- Information on graduate employment and market trends

The Careers Advisor's office is in the ERTC Building beside the AT Building on Browne's Road.

The following services are available to students:

- Careers advice- Professional advice to help students make and implement decisions about future careers.
- Access to a Careers information Library (situated in the basement of the library on the Cork Road Campus)
- Careers Education
- Employer links

- Support service for students with disabilities (in conjunction with the Disability Officer)
- Information on job opportunities and vacancies
- Careers Centre website www.wit.ie/careerscentre
- Careers Centre publications

Further information on the Careers Centre and its services can be found on the Careers Centre website: www.wit.ie/careerscentre

Contact details:

Careers Office Ext.2038
email: careers@wit.ie

8.9. Finance Office

The Finance office is responsible for the management of the Institute's finance function and all its enterprises and for the planning, implementation and development of appropriate budgetary, financial and management information systems and procedures.

The Finance Office is also responsible for the preparation of the Annual Financial Statements, Department of Education Monitoring Reports, Estimates and Budgets; in addition, it manages relationships with external and internal Auditors, Department of Education officials as well as other external bodies. The office is also proactive in ensuring the ongoing development and maintenance of an overall financial control environment.

The various activities within the Finance Department include the following:

- Financial and Budgetary Control
- Accounts Payable
- Debtors/Fees Administration
- Payroll
- Fixed Assets Administration
- Procurement Administration
- Treasury Management
- Research and other self-financing initiatives

8.10. Human Resources Office

The management of the Institute's Human Resources involves many facets such as recruitment, selection, training & development, employee relations, industrial relations and superannuation.

The Institute has adopted a range of innovative policies and procedures to manage the various elements of the HR Function. Some of these are prescribed by the Department of Education & Science and Employment Legislation. However, a number of policies and procedures have also been developed within the Institute by individual managers and also through consultative processes with staff and their representatives.

Contact details:

Office Administrator Ext. 2861
Superannuation Ext. 2862

Employee Relations (leave etc.) Ext. 2050
Recruitment Ext. 5519

8.11. Development Office

The Development office in WIT is responsible for Postgraduate Studies (marketing, promotion, central training and student support), staff awards schemes, the Institute Library, International affairs (marketing, student recruitment, support and university links worldwide).

The Head of Development also Chairs the Academic Council Committee for Postgraduate studies, which oversee the implementation of the WIT Postgraduate Regulations. The particular aspects which are of direct relevance to staff are:

- Training events for supervisors
- Induction and training events for postgraduates
- Registration of postgraduates
- Liaison with departmental research Committees
- Getting ethical approval for research projects
- Organising research postgraduate central supports

The Development Office is pleased to assist and advise staff on any aspect of the above portfolio of activities.

Contact details:

Development Administration Ext. 2609
International Manager Ext. 5515
International Administration Ext. 5506
International Student Support Ext. 6124
Postgraduate Administration Ext. 5627

8.12. Capital Projects Office

The Capital Projects Office is tasked with the effective management of Capital Development in accordance with the Institute's strategic planning.

The Strategic Goals of the Capital Projects Office are to:

- Progress each project in accordance with the Institute's priorities
- Liaise with staff and project design teams
- Ensure quality of project brief, design and construction
- Ensure control of project costs and project schedule
- Ensure each new facility is equipped and commissioned.
- Project management of major capital projects from inception through to completion and occupation.
- Design, specification, procurement and management of various capital projects and works.
- Acceleration of the building programme.
- Provision of appropriate sports facilities.
- Reliable and timely budgeting for capital and revenue purposes.
- Enhancing the visual and physical links between the various campus locations.

Contact details:

Administrator Ext. 5521

8.13. Estates Office

The main function of the Estates Office is to develop and maintain an attractive estate that will enhance the image and activities of the Institute. The Estates Office aims to provide an appropriate teaching and learning environment, which is fit for purpose and which provides an environment suitable for WIT to carry out its activities.

The main responsibilities of the Estates Office include to:

- Manage the functions of maintenance, minor projects, portering, cleaning, landscaping, event management, space management, security, energy and environmental management.
- Provide economically and efficiently for the present and future needs of staff and students, by arranging the allocation of space within the existing estate.
- Facilitate long-term improvements in the efficiency and economy of the estate to ensure effective delivery of the function.
- Achievement of state-of –the-art status in all laboratories and studios.
- Efficient use of space throughout the Institute whether dedicated departmental use or general use.
- Achieve value for money in terms of budgeting, specification, tendering and supervision of the estate including maintenance, operational costs and building/refurbishment works.
- Flexibility in responding to opportunities with operational, financial or resource implications.
- A healthy and safe working environment.
- Establishing the Institute as a model of good environmental management through a responsible approach to building design, energy saving, recycling habits, protocols and other resource efficiencies as well as through sustainable landscape design.
- Enhancing the image and environment of each campus by expanding the pattern of courtyard type open spaces, locating buildings, trees and other structures to provide favourable microclimate conditions for users, thus promoting greater use of outdoor areas.

Contact details:

General enquiries: Ext. 2847

email: maintenance@wit.ie

8.14. Office of Strategic Planning

The Office of Strategic Planning is responsible for supporting, coordinating and developing the strategic planning processes within the Institute. In Addition the Office has the responsibility to ensure the implementation of the strategic plans by supporting all

parts of the institute to set and deliver on their stated objectives.

The Office of Strategic Planning achieves these objectives through:

- Working with all parts of the Institute to develop an Institute Strategic plan
- Providing support to implement the agreed objectives of the Institute
- Providing support to each Office and School to build strategic plans appropriate to their activities
- Advising on and develop strategic initiatives for the Institute
- Creating forums for external input into the strategic planning processes
- Maintain and develop an Institutional Database for strategic decision-making
- Respond to national and international trends in best practice

Functions within the Office of Strategic Planning include:

- Marketing and communications
- Quality Promotion
- Strategic Information

Contact details:

Head of Strategic Planning. Ext. 2849

Administration Support. Ext. 6189, 5577 & 2849

8.14.1. Marketing and Communications

The aim of the Marketing & Communications function is to build on and grow the reputation of Waterford Institute of Technology among external and internal audiences.

Key priorities include:

- Building positive brand recognition among key audiences
- Increasing the number, quality and diversity of students across all levels

Marketing and Communications provides guidance on all areas of the marketing mix including brand guidelines, logo, design, print, public relations, advertising, web and direct mail.

Contact details:

Marketing & Communications Manager Ext. 6228

8.14.2. Quality Promotion

The Quality Promotion function is responsible for the design and implementation of the institutional quality framework. Building upon on existing compliance-based quality assurance models the framework is designed to develop an internally driven, improvement-orientated quality culture across WIT. Quality Promotion facilitates all units and functions in a reflective self-assessment review process aimed at enhancing their operations, promotes best practice and

monitors implementation of quality assurance and improvement measures across the Institute.

Contact details:

Quality Manager Ext. 6127

8.14.3. Strategic Information

The Strategic Information Manager plays an important role in supporting the strategic planning function through the compilation and provision of relevant and timely information to assist strategic decision-making.

The function extends to the performance of relevant analysis on macro trends, at regional, national and international level, and to prepare reports as necessary. The function also provides assistance to all areas of the Institute in the interpretation and use of strategic information.

Contact details:

Strategic Information Manager Ext. 6227

You can get a copy of the Institute's Strategic Plan and discussion documents on the Institute's WebCT on the WIT home page in the Strategic Planning folder. Please contact Computer Services to activate.

9. COMMUNICATION AND CONSULTATION

9.1. Communication

The first point of contact for information in the Institute should be through your own Department of Function. Each such area is encouraged to hold a meeting of staff at least once a Semester.

The Institute publishes regular internal communications updates via e-mail.

The Institute also publishes a newsletter called the 'WITNess' on a regular basis throughout the year.

Other meetings are convened as necessary to update staff on developments.

9.2. Consultation

In accordance with legislation and best practice, management and each staff union meet on a regular basis to consult on changes, grievances and other related matters.

The Institute has also established a multi-union forum consisting of representatives of each of the four staff unions and senior management representatives. This forum discusses and advances issues that affect all staff.

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