



University of Sussex

## Notes for new members of staff

These notes give some general information about the University and its facilities, which will be of interest to new members of staff. The notes are divided into four sections:

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Go to [www.sussex.ac.uk](http://www.sussex.ac.uk) for further information about the University.

# **Section A**

# **The University**

## **1. Introduction**

Please see our [website](#) for information regarding the University's background and its ranking amongst other prestigious institutions.

## **2. Dates of terms**

<http://www.sussex.ac.uk/termdates>

## **3. Number of staff**

The University currently employs about 3,500 staff, with approximately 1,400 teaching and research staff.

## **4. Transport**

### *Trains*

Falmer railway station is situated only a few minutes walk from the University campus. Direct trains to Falmer run from Brighton, Hove, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton and Lewes. Further information on all aspects of train travel is available from National Rail Enquiries on 08457 484950 or at [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### *Buses*

A number of bus services from Brighton and Lewes come to and from campus. All buses can be caught from the main entrance to the University, and there are several bus stops within the University campus. Bus travel between stops on campus is free. Brighton and Hove Bus Company fares are a standard single fare for any distance. For information on season tickets and all aspects of bus transport go to [www.buses.co.uk](http://www.buses.co.uk)

### *Cycling*

There is a cycle lane from the gyratory on Lewes Road to the campus. Cycles can also be taken free of charge on all trains calling at Falmer Station. On campus there is a cycle lane between Sussex House and the residences. Cycle storage facilities have been provided in a variety of locations, and many buildings have shower facilities.

### *Taxis*

Streamline Taxis in Brighton offer a special "Fare Deal" price to students and staff at the University, which saves on the normal metered fares. Fare Deal operates from East Slope, Bramber House and Falmer House, to Central Brighton, and other areas (prices on application). Student/Staff ID is required for this service. Streamline can be contacted on 01273 747474.

### *Car*

The campus is situated next to the A27 between Brighton and Lewes. Staff pay to park in term-time and details are available through Sussex Direct, the University's staff intranet for staff and students. However, parking spaces fill up very quickly, particularly during term time, and there can be a problem with traffic congestion on campus, particularly in the early evening with cars queuing to leave. Traffic wardens patrol the campus regularly to check on illegal and dangerous parking. If you are going to travel to campus by car, it is worth considering car sharing with colleagues or friends, and timing your journey to avoid the evening rush.

### *Loans*

Interest free loans are available to all staff for the purchase of bus and rail season tickets and bicycles. The payments are deducted directly from salary over a 12-month period. Further information can be obtained from Human Resources (payroll) on ext 3757.

## **Section B**

## **Facilities for staff**

### **1. Accommodation**

The Housing Office ([housing@sussex.ac.uk](mailto:housing@sussex.ac.uk)) will assist staff in finding accommodation in the area. The University accommodation on the campus and in properties in Brighton is available only for students, except in vacations when some holiday accommodation is available for visitors, but the Housing Office produces a list of vacant flats, bedsitters etc in the area. The Students Union also has a Lettings Agency based on campus, dealing with both student and non-student properties, to assist with renting properties throughout Brighton. See details of current available properties at [www.sussexstudentlettings.com](http://www.sussexstudentlettings.com) or call 01273 678787.

### **2. Banks**

There are two banks on the University campus:-

Barclays Bank	Ground Floor, Sussex House
HSBC Bank	Ground Floor, Bramber House

### **3. Catering and bars**

There are extensive catering facilities in Bramber House as well as cafés across campus, offering lunch and breakfast items, as well as coffee, tea and snacks. There are also bars at various campus locations, including the Students' Union Falmer Bar. Go to <http://www.sussex.ac.uk/catering/wheretoeat> for more information.

### **4. Childcare**

*(i) Nursery service – nursery and preschool*

Our [nursery on the University of Sussex campus](http://www.sussex.ac.uk/childcare/) is for children aged from three months to five years. The nursery is operated by The Cooperative Childcare and is open daily from 7.30am-6.30pm. Go to <http://www.sussex.ac.uk/childcare/> for more information.

*(ii) Children's sports camps*

Sports camps are offered on campus by [Sussexsport](http://www.sussex.ac.uk/sussexsport) in the school Easter, summer and half-term holidays, for children aged 7-16.

### **5. Health Centre and dentist**

The Health Centre on campus provides NHS medical care, and it also has an NHS dentist. Staff may register with the Health Centre and/or the dentist if they choose. Go to <http://www.sussex.ac.uk/rsts/1-2-1-1.html> for more information.

### **6. Library**

Library facilities are available to all staff. The Library is open around the clock during term-time <http://www.sussex.ac.uk/library/info/hours>, and staff will need their ID card to enter the Library and borrow or return items. Go to [www.sussex.ac.uk/library](http://www.sussex.ac.uk/library) for more information.

### **7. Shops and Post Office**

There is a large Co-op supermarket and post office in Bramber House; a John Smith academic bookshop in the Library; and the Students' Union shop in Falmer House. In term time, there is a weekly outdoor market. Go to <http://www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets> for full details of locations and opening hours.

### **8. Sport**

The University has excellent sports facilities and services which are open to staff and students. These include: 2 sports halls, 2 fitness rooms, a dance studio, squash courts and outdoor pitches including an ATP. A weekly group exercise and course programme offers activities such as yoga, pilates, dance, circuit training, conditioning, spin, mountain biking. The therapy room offers massage, reflexology, sports injury and chiropractic treatments. Go to [www.sussex.ac.uk/sport](http://www.sussex.ac.uk/sport) for more information.

### **9. Sussex Centre for Language Studies**

The Centre is in the west wing of Arts Building A. It provides courses in languages such as French, German and Italian. There are also facilities for all members of the University to follow self-instruction courses in over 40 other languages. The Centre also runs taught courses in a number of languages during the lunch hours in term-time. Go to [www.sussex.ac.uk/languages](http://www.sussex.ac.uk/languages) for more information.

## **Section C**

## **General information for staff**

### **1. Data protection**

Staff are required to abide by the University of Sussex code of practice on handling personal information and to agree to the University's processing individual's personal data as highlighted in the code and in letters of appointment. Go to <http://www.sussex.ac.uk/ogs/governance/records-management/dpa/dataprotectionstaff> for more information.

E-mail and telephone networks are monitored and information on their use may be used where there is an issue of abuse or misuse or security. There are also CCTV cameras on site, film from which will similarly be used.

The University holds personal data on its employees in accordance with its registration under the Data Protection Act. Subject to the terms of registration, data may be used for all purposes of management and University development and for the discharge of statutory and contractual obligations. Employees may also be approached by organisations contracted to the University for the purposes of marketing goods or services.

For staff appointed to posts within the Brighton and Sussex Medical School (a joint venture between the Universities of Brighton and Sussex with the involvement of local NHS trusts) it may be necessary for information supplied during the application/appointment process to be shared with these other organisations.

### **2. Emergency closure of the University**

Occasionally weather conditions are so bad that it becomes impossible or unacceptably difficult for most staff to travel to the University. If such emergency situations occur, the Vice-Chancellor may declare the University closed and all routine activities of the University are cancelled for the period of the closure, with the exception of certain services, which will have to be maintained. Staff involved in the maintenance of certain services will already have been informed of what they should do in the event of a closure announcement, and those who work on such a closure day will receive payment according to their conditions of service.

Every attempt will be made to inform staff and students that the University is closed, although what can be done will depend upon the severity of the emergency conditions. Methods of notification will be:

- Updates on the University's website.
- Recorded messages on the University's telephone number (01273 606755).
- Telephone calls to staff.

If no such announcement is made during a period of bad weather, staff should attempt to travel to work. If individuals decide that in their particular circumstances it is not possible, or too dangerous, to travel, they should discuss the reasons with their section head on their return to work. The section head will decide whether this absence can be counted as authorised absence.

### **3. Equality and diversity**

The University of Sussex is committed to ensuring that staff are recruited, selected, trained, assessed, promoted and otherwise treated solely on the basis of their relevant merits and abilities. The University's Equality and Diversity policy is at [www.sussex.ac.uk/humanresources/documents/equalitydiversitypolicy.pdf](http://www.sussex.ac.uk/humanresources/documents/equalitydiversitypolicy.pdf)

### **4. Identity cards**

Identity cards for University staff may be obtained from the Reprographic Unit in York House. Such cards may be useful to establish your identity as a member of staff and are required if you wish to use the facilities of the Sportcentre at a reduced charge, for use of the Library and any other facilities requiring ID.

**5. Safety**

Safety advice can be obtained from the Director of Health & Safety, Hastings Building (tel 7347).

**6. Security**

During an emergency, please contact the security office on internal extension 3333. The University Security Office deals with any non-urgent security problems, which should be reported to it in York House (internal extension 8234).

**7. Smoking**

The University has a policy for minimising the risks to health from smoking. In summary, smoking is not permitted in any part of the University's non-residential buildings or in offices in residential buildings.

**8. Staff contact details**

Staff are required to provide contact details including UK residential address, telephone number and mobile telephone number. These details must be updated as necessary, either by informing Human Resources or by updating the database themselves.

**9. Organisational Development**

The University encourages staff to participate in staff development activities which are relevant to the needs of the University and to the future or existing work of the individual, and where appropriate will give financial assistance and day release facilities. Go to <http://www.sussex.ac.uk/staffdevelopment/> for more information.

**10. Trade unions**

*University & College Union (UCU)*

Secretary: c/o UCU Office (internal telephone ext 2093)

*Unite*

Secretary: Mrs P Burr (internal telephone ext 7252)

*Unison*

Secretary: Elaine Stephen., (internal telephone tel: 3444/8951)

**Section D****University of Sussex Safety Policy**

The Health and Safety Policy, Staff Health & Safety Handbook and Display Screen Equipment Policy are located at <http://www.sussex.ac.uk/hso/healthandsafety/policies>.

If you do not have access to a computer a hard copy of the policies can be obtained from the Health & Safety Office.

Human Resources

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