

WIKIMEDIA UK STAFF HANDBOOK



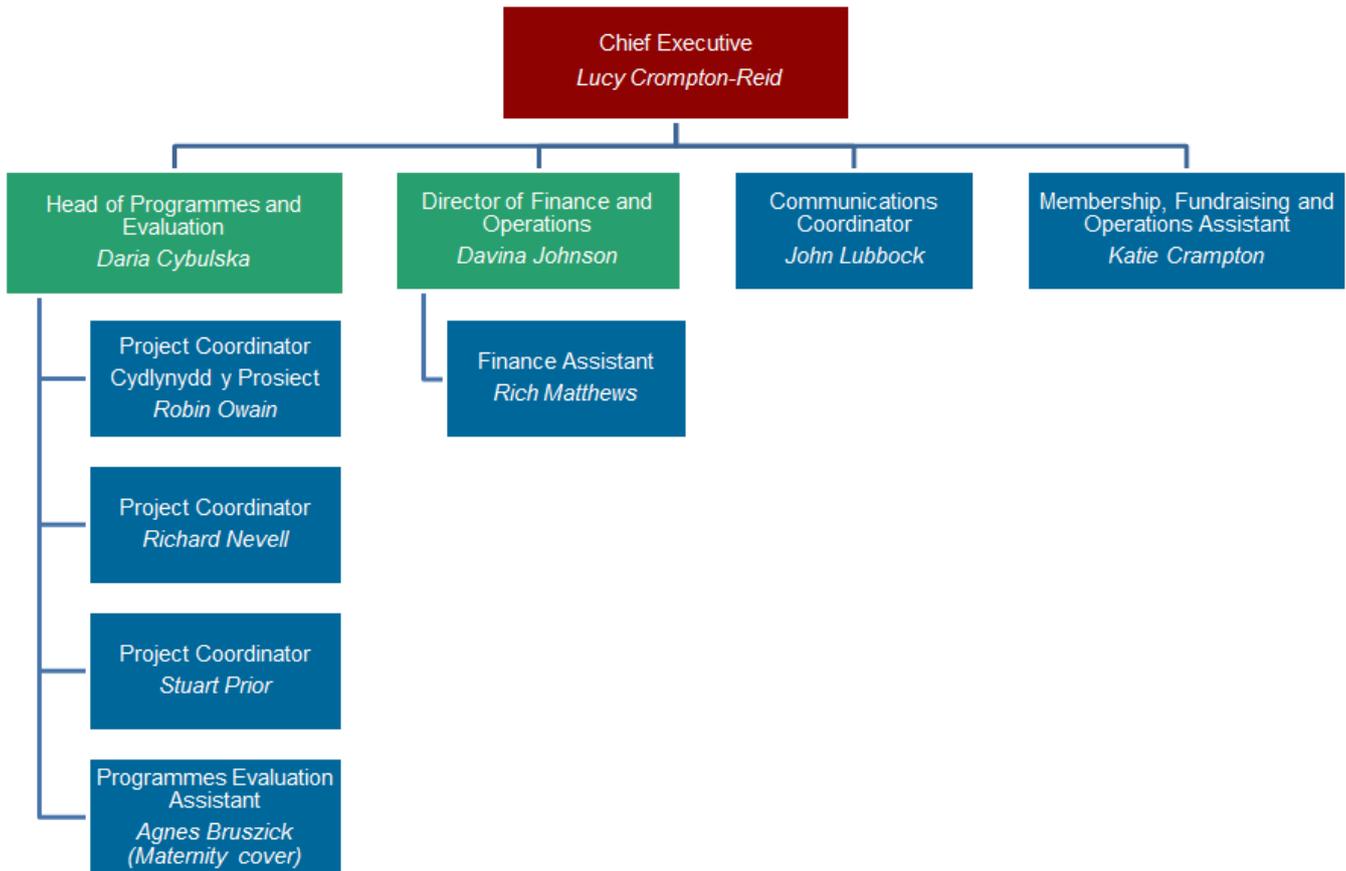
WIKIMEDIA
UK



INTRODUCTION

This handbook is designed to introduce you to Wikimedia UK and to provide you with continuous support throughout your employment. It aims to provide guidance relating to the rules and regulations of our organisation and the policies and procedures relating to your employment. Should you require any further clarification, please speak with your line manager or the Chief Executive.

STAFF TEAM



Job Description

You will have a formal job description for your role that forms part of your contract. Occasional amendments to your job description may be made in relation to the changing needs of the charity and your personal ability. All changes will be discussed with and confirmed by your line manager.

Probationary period

Your probationary period with us is specified in your contract but is usually three months. Your work performance will be assessed during this period; if your work, performance and behaviour meet the required standards then your employment with



the charity will be confirmed. Should you fail to meet the required standards and your work performance is considered to be unsuitable, we may either extend your probationary period or terminate your contract of employment. We reserve the right not to exercise our full contractual capability and disciplinary procedures during your probationary period.

Employee Training and Development

At the commencement of your employment with Wikimedia UK you will receive an induction in line with your job specification. Wikimedia UK wishes to support the development of its staff through learning opportunities which are relevant to their work and career aspirations. Any requests for training should be discussed with your line manager. Please see [Staff Training and Development Policy](#).

Recruitment and Promotions

Wikimedia UK is committed to increasing diversity within our community and our workforce, and ensuring respectful and professional working relationships irrespective of individuals' personal characteristics. See [Diversity and Equalities Policy](#) for more information.

SALARIES

Payment

A calendar month is used when making payments. All salaries will be paid on the 28th day of each month. Pay will be automatically deposited electronically into each employee's chosen bank account. A monthly payslip will be issued to each employee detailing the total amount payable, how your pay has been calculated, the deductions made and a description for each of them e.g. National Insurance, Income Tax etc. and can be accessed using the url below using the login details provided to you. If you have any concerns please speak with the Director of Finance and Operations.

<https://my.epayslips.com/Pages/Login.aspx>

Pension

Wikimedia UK is required by law to enroll qualifying employees automatically in a pension scheme when they commence employment. Wikimedia UK's authorised pension scheme is with Scottish Widows.

Wikimedia UK currently contributes an amount equal to 6% of each employee's gross salary into the scheme (which exceeds the total minimum contribution required by law until 5th April 2019) and employees may make personal contributions from their net pay that attract tax relief in the scheme. For more information on pensions follow this link: <https://www.gov.uk/workplace-pensions>.



HOLIDAY ENTITLEMENT AND CONDITIONS

Annual holidays

All employees are entitled to 25 days annual leave (pro-rated) plus public/bank holidays. The holiday year runs from 1st January to 31st December.

Holidays are to be requested and approved by your line manager prior to any holiday arrangements being made. Annual leave will be authorised on a first come first served basis, whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You are expected to take your holiday entitlement within the year to which it relates. Annual holiday entitlement is designed to enable staff to perform at their peak level and to safeguard employee health and wellbeing. The charity will allow five annual leave days to be carried forward into the next leave year. Pay in lieu of holiday days not taken will not be paid for, other than in the event of termination of your employment.

Time off in lieu

Where evening and weekend work is required, time off in lieu (TOIL) may be issued at the discretion of your line manager in half day increments. See also [time off in lieu policy](#).

Working from home

When necessary staff will be permitted to work from home at the discretion of their line manager. Please see [home-working policy](#)

Sick leave

As per our [sick leave policy](#) please get in touch with your line manager as soon as possible on the first day of your absence. All staff should complete a [sick leave form](#) when they return to work which can be self-certificated up to seven days. The form should be completed and sent to your line manager ASAP after your return to work. Any absence in excess of seven days will require a doctor's note.

Please note all leave must be tracked by the Membership, Fundraising and Operations Assistant who will need to be CC'd into all emails relating to annual leave/TOIL/sick leave and can be viewed [here](#).

OTHER TIME OFF

Appointments

Medical or dental appointments, should, where possible, be made outside of your normal working hours. We do however appreciate that this is not always possible



and therefore if time off is required, you must notify your line manager in advance who may grant your request. Where possible it is encouraged that you try to make appointments either at the beginning or the end of a day.

Maternity/Paternity/Adoption/Shared Parental Leave

You may be entitled to maternity/paternity/adoption/shared parental leave and pay in accordance with the current statutory provisions and our organisational policies. You should notify your line manager at least 15 week before the beginning of the week the baby is due, or as soon as possible once you are notified of a match date for adoption, so that your entitlements and obligations can be explained to you. Please see [Maternity Leave and Pay Policy](#) for further details.

GENERAL TERMS AND PROCEDURES

Behaviour at work

You are expected to behave with civility towards fellow employees and all stakeholders, members, partner organisations and volunteers. Any rude or objectionable behaviour may result in disciplinary action. See [Bullying and Harassment Policy](#).

Disciplinary Rules

Wikimedia UK aims to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The [Disciplinary Policy and Procedure](#) aims to ensure consistent and fair treatment for all in the organisation.

Grievance Procedure

Any staff member who wishes to raise a grievance should first speak with their line manager to try and resolve the situation. Please see [Grievance Policy and Procedure](#) for more information.

SAFEGUARDS

Confidentiality and Data Protection

It is each employee's responsibility to exercise due care and attention to keep all documentary and confidential information safe, see [Confidentiality Policy](#) and [Data Protection Policy](#). From 28th May 2018, all organisations will need to be compliant with the new legal framework of GDPR. If you require more information about this please speak to the Director of Finance and Operations.

Safe Space Policy



Wikimedia UK is required by our grant agreement with the Wikimedia Foundation to have a Safe Space Policy, and to enforce the [Wikimedia Foundation's Event Ban Policy](#). The purpose of the [Safe Space Policy](#) is to ensure that all events and programmes delivered by Wikimedia UK are free of harassment, abuse, discrimination and other forms of unwelcome behaviour, and to facilitate inclusion.

Safeguarding Policy

This policy is designed for the guidance of staff, trustees and volunteers of the charity. All staff must recognise our responsibilities to develop awareness of the issues which can cause children and vulnerable people harm. Please see [Safeguarding Policy](#) for more information.

Whistle-blowing Policy

Wikimedia UK is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, volunteers and others that we deal with, who have serious concerns about any aspect of the charity's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis. Please see [Whistleblowing Policy](#) for more information.