



UCC STAFF ONLINE HANDBOOK

- Purpose of this guide
- About Us, Our Vision, Mission and Values
- Pre Arrival and On Arrival – what you need to know
- Staff Policies
- Staff Benefits
- Staff Development & Training

About Us

University College Cork (UCC) is an internationally renowned university where excellence in teaching and research is aligned with an inclusive and respectful environment, where all staff and students can flourish and thrive. Founded in 1845, UCC is a comprehensive research-intensive institution comprising four academic Colleges, delivering a rich tradition of collaborative teaching, research and scholarship that has true global impact.

Our Vision - UCC connects and empowers people to create knowledge that shapes a sustainable and inclusive world.

Our Mission - UCC's mission is to create and sustain an inclusive environment and culture to enable transformative research and learning for the enrichment of society and stewardship of our planet.

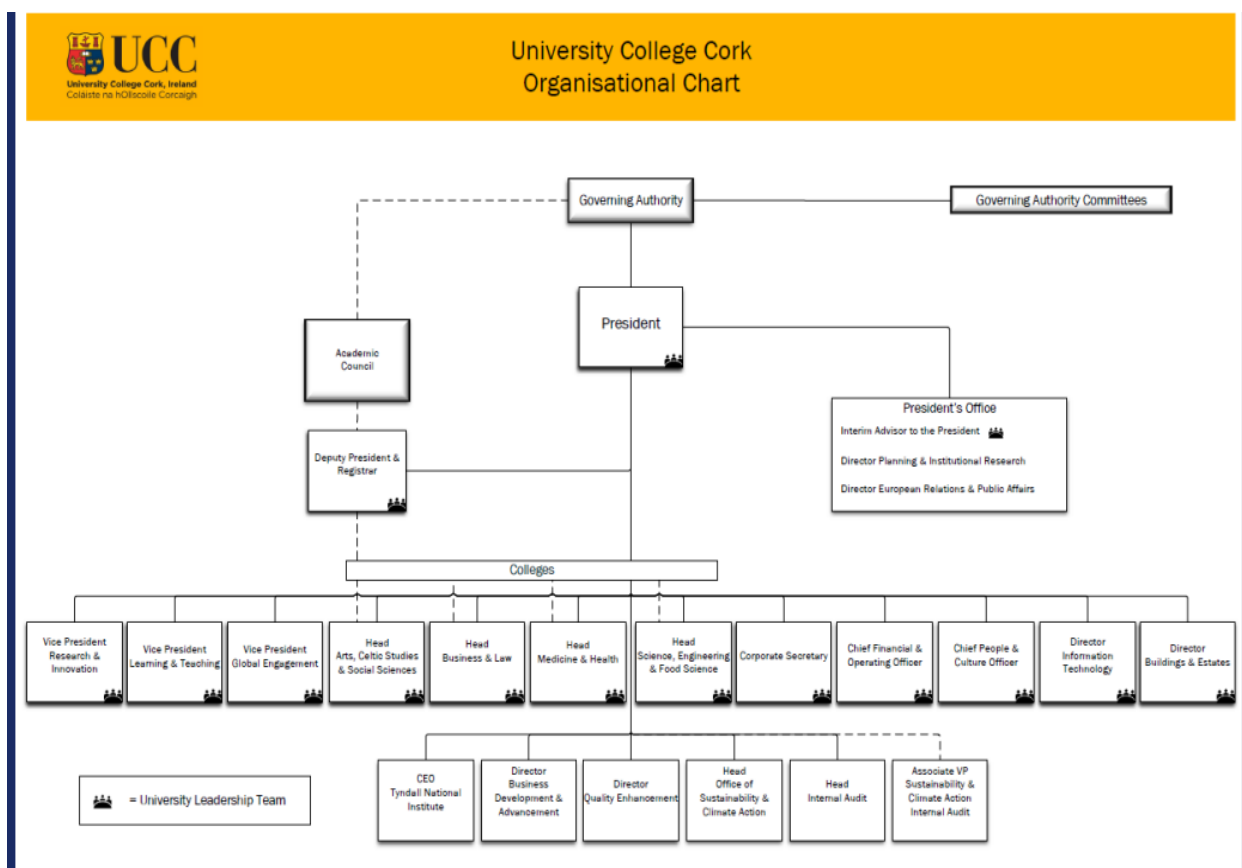
Our Values – Our values are represented in the mnemonic *CAIRDEAS*, the Irish for 'friendship', as they underpin our relationships and engagement with the local and global UCC community and all our partners.

UCC – A place of values to believe, belong and become

OUR VALUES



UCC ORGANISATIONAL CHART



BEFORE YOU ARRIVE

- [Moving From Abroad?](#)
- [Employee Checklist – Before You Arrive](#)

ON ARRIVAL

- [Commuting, Access & Parking](#) includes
 - How to get to UCC
 - Where can I park? On campus - access is currently restricted to 1) permanent full-time/part-time UCC staff, 2) disabled staff & 3) non-permanent staff with over 3 consecutive years' service (in receipt of fixed term or specific purpose contract)
 - Public Transport, Cycling, Walking, Park & Ride
 - Car-pooling and car sharing
 - EV Charging
- The [Employee Checklist – On Arrival](#) contains all you need to know on arrival including:
 - How to get your staff email
 - Applying for leave, viewing your salary, access to training ([Employee Self Service](#))
 - Your [Personal Public Services \(PPS\) Number](#)
 - [Your Staff ID Card](#)
- Check your [workstation](#) is set up correctly for office and remote working locations if applicable.
- Are you a RESEARCHER? Check out [People & Culture Research](#) and [Research Support Services](#).
- [Your Finances](#) including Pensions, Tax, Income Continuation Plan, Supplementary Life Assurance
- [Garda Vetting](#) (if applicable)
- Who is your [HR Business Manager](#)?

TRAINING AND DEVELOPMENT in your first Semester

- [In person staff orientation](#)
- [IT Services New Staff Onboarding](#)
- [President's Orientation Café](#)

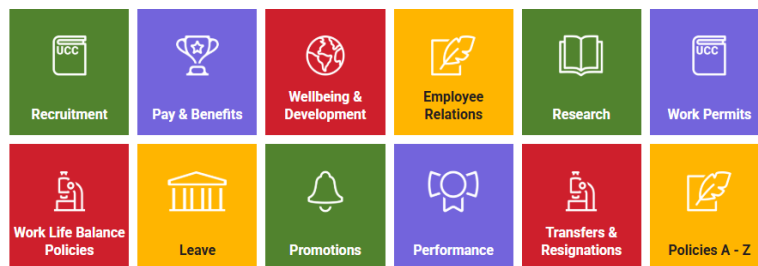
MENTORING

1. You will have a mentor named on your contract. Your manager will introduce you to your mentor or you can email them directly and introduce yourself.
2. Before beginning your mentoring relationship, you are strongly encouraged to attend the next [Mentoring Briefing](#). Contact [Staff Wellbeing & Development](#).

MANDATORY TRAINING

- [General Data Protection Regulation](#) (GDPR)
- [Health & Safety](#)
- [Cyber Security Awareness](#)

POLICIES AT UCC



Policies of particular interest & relevance include:

- [Work Life Balance Policies](#)
- [Pay & Benefits](#)
- [Wellbeing, Training & Development](#)
- [All Leave Policies](#)
- [Duty of Respect and Right To Dignity](#)
- [Code of Conflict](#)
- [Policies related to Researchers](#)

Your Staff Benefits include

- [Embark Portal](#) - your personalised platform to manage your benefits including Income Continuance Plan
- Supplementary Life Assurance (SLA)
- Specified Illness Cover
- Preventative Health Screenings
- Free Digital GP service (via [Embark Portal](#)) for members of the ICP and SLA schemes

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- [Staff Fee Concession](#)
- [Study & Exam Leave](#)
- Group Personal Accident Scheme – Membership applies to all staff
- [Staff Sports & Social Clubs](#)
- [Staff Common Room](#)
- [Travel Pass Scheme](#)
- [Campus Bike Scheme](#)
- [Cycle To Work Scheme](#)
- [Mardyke Sports Arena](#)
- [Crèche Cois Laoi](#)
- [Glucksman Gallery](#)
- [Long Service Awards](#)

Your Staff Supports include:

- [UCC Staff Resource Tree](#)
- [Staff Wellbeing Supports](#)
- [Employee Assistance Programme](#) - confidential external counselling service
- [Equality, Diversity and Inclusion Unit](#)
- [HR Business Managers](#)
- [Bystander Intervention at UCC](#)
- [Resources for Staff Supporting Students | University College Cork](#)
- [UCC Health Matters](#)
- [UCC Chaplaincy](#)

Your Development At UCC

[UCC Continuous Professional Development Guidelines](#)

Training and Development is provided by a number of departments including:

- [Staff Wellbeing & Development](#)
- [IT Training](#)
- [Health & Safety](#)
- [Centre for Digital Education](#)
- [Library](#)
- [Marketing & Brand Impact](#)
- [Office of Corporate & Legal Affairs](#)
- [Centre for the Integration of Research, Teaching & Learning](#)
- [Access UCC](#)
- [UCC Skills Centre](#)
- [Careers Service](#)

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- All [Staff DIGITAL Skills Training and Resources](#)