

## Employee benefits at UCEM



### Core benefits

- Paid holiday, 4 elements:
  1. Normal holiday (24/25/26/27 days Full Time Equivalent), increases with service.
  2. Bank and public holidays.
  3. Designated closure days.
  4. Additional holiday: Buy/Sell options.
- Occupational sickness pay from day one of employment; this tops up statutory sick pay provision.
- Salary exchange pension scheme (auto-enrolment): 7% employer contribution, 2.5% minimum employee contribution. Employee can increase contributions; employee can also opt-out of salary exchange. Some employees have access to the USS pension scheme (auto-enrolment): 18% employer contribution, 8% minimum employee contribution (not a salary exchange scheme).
- Life assurance/death in service for all employees, minimum x4 annual salary cover.



### Lifestyle and work-life balance benefits

- Contractual flexible working built around a core hours' model.
- Holiday increases with service (3, 5 and 7 year intervals) and buy/sell options are 5 days' Full Time Equivalent per holiday year.
- Policies in place for all types of family-friendly statutory leave and pay (pay where applicable): adoption, dependants, maternity, parental, paternity, shared parental.



### Tax efficient and/or salary sacrifice benefits

- Childcare options.
- Cycle-to-work scheme.
- Give-as-you-earn/payroll giving.
- Salary exchange (sacrifice) pension contributions (as above).



### Health and wellbeing

- Modern office environment with strong sustainability credentials, assessed and certified as Excellent on the BREEAM rating scale:
  - o Break-out spaces.
  - o Kitchen and rest facilities, including outside deck.
  - o Shower and changing facilities, including lockers.
  - o Contemplation room.
  - o Locked bike shelter.
  - o Motorbike space.
- Employee Assistance Programme (EAP): telephone and face to face counselling; online resources.
- Health cash plan for employees, voluntary basis, employee-paid (net deduction from salary). As part of this benefit you can access a discounts portal.
- Optical care support, employer-paid (see Eye Test Form).
- First aid training for first aiders.
- Fire warden training for fire wardens.
- Social committee events, some subsidised by UCEM.
- Feed Me Fridays!
- Charity and voluntary paid day, per annum.
- Promotion of sustainable living (employee sustainability pledges).
- Employer paid Private Medical Insurance (specific job roles only).



### Workplace savings benefits

- Retail discounts – UCEM Rewards.
- Season-ticket travel loan (employee net deduction from salary).
- Car parking – on site/NCP Queen's Road. Discounted parking, employee-funded, spaces subject to a Waiting List (employee net deduction from salary).
- Discounted Dell products – up to 50% off products for personal use.
- Office 365 can be downloaded by employees to home/personal devices. The alternative is that Microsoft software can be purchased at student prices using your assigned .ac.uk email address; you would then download this software for personal/home use.



### Training and development

- "500 for 500". Pitch 500 words for a £500 contribution to personal or professional development or training. Share your experience with colleagues via newsletter and All Staff webinars.
- 24/7 365-day access to online learning through Lynda.com and LiveTime Learning, employer-funded, for use both in and outside work.
- Access to a well-equipped e-library for Continuing Professional Development or training purposes (or to help you with your work!).



### Other benefits and employee recognition

- Paid professional body subscription, one per annum per employee (pro rata for part-time/fixed term employees).
- Monthly VALUES awards; recognition as part of monthly All Staff Webinars.
- Star Awards, recognition as part of Christmas party.
- Free tea, coffee and milk in The Hub and all kitchen facilities.

Please note this is a non-contractual document. Some of the above benefits are non-contractual and may be subject to change at any time.

As at March 2018

