

# EMPLOYEE BENEFITS

## Core benefits

### Salary exchange pension



- **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): 21.1% employer contribution, 9.6% minimum employee contribution (not a salary exchange scheme).

### Sickness pay



- **Occupational sickness pay** from day one of employment; this tops up statutory sick pay provision

### Paid holiday



- **4 elements:**
  1. Normal holiday (24/25/26/27 days full-time equivalent per annum) - increases with service
  2. Bank and public holidays
  3. Designated closure days (up to five days per annum)
  4. Additional holiday: buy/sell options - at least one buy window per annum

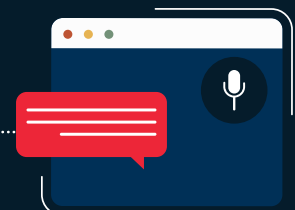
### Life assurance



- **Life assurance/death in service** for all employees, minimum x4 annual salary cover

### Flexibility in the workplace

- Flexibility in relation to place of work (office based, hybrid working, remote working). Note: place of work arrangements are currently temporary as a result of the COVID-19 pandemic, and will be reviewed in early 2022.



# Employee benefits at UCEM



## Lifestyle and work-life balance

- Contractual flexible working built around a core hours' model
- Holiday increases with service (three, five and seven year intervals)
- Holiday buy/sell options are five 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

## Health and wellbeing

- Employee Assistance Programme (EAP): telephone and face to face counselling; online resources including both a portal and app
- Dedicated wellbeing area on the intranet, containing an ever-growing number of resources relating to physical, mental and financial wellbeing
- 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 (including mental health)
- Fire warden training for fire wardens
- Social committee events, some subsidised by UCEM
- Charity and voluntary paid day, per annum
- Promotion of sustainable living (employee sustainability pledges)
- Employer paid Private Medical Insurance (specific job roles only)



## Tax efficient and/or salary sacrifice



- Cycle-to-work scheme
- Salary exchange (sacrifice) pension contributions (as above)
- Give-as-you-earn/payroll giving
- Access to Tax-Free Childcare (government scheme)



## 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 LinkedIn 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!)



# Employee benefits at UCEM



## Benefits specific to office working



- Modern office environment with strong sustainability credentials, assessed and certified as 'excellent' on the BREEAM rating scale:
  1. Break-out spaces
  2. Kitchen and rest facilities, including outside deck
  3. Shower and changing facilities, including lockers
  4. Contemplation room
  5. Locked bike shelter
  6. Motorbike space
- Free car parking on site (spaces subject to availability and terms)
- Free tea, coffee and milk in The Hub and all kitchen facilities
- Fresh fruit and other breakfast items available for free (selected days only)
- Dress-down Fridays
- Feed Me Fridays!

## Other benefits and employee recognition

- Paid professional body subscription, one per annum per employee (pro rata for part-time/fixed term employees)
- Values awards; employee recognition as part of All Staff webinars
- Star Awards, employee recognition as part of Christmas party



## Workplace savings

- Season-ticket travel loan (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.



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. Last updated September 2021.

