Employee Benefits

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[**www.treloar.org.uk**](http://www.treloar.org.uk) **03/05/2019**

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**Employee Benefits at Treloar’s**

This paper outlines the benefits available at Treloar’s. The benefits offered by Treloar Trust are positively comparable to benefit packages offered by other organisations, see below:

**Table 1: Benefits offered by Treloar Trust, 2018/2019**

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| **Pension Scheme** | The Trust operates a Group Personal Pension Scheme that is available to all permanent members from the month their employment commences. The employee's contribution is flexible from 5% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme. From October 1st 2013 the Group Personal Pension Scheme take up increased following the adoption of auto enrolment. |
| **Independent Financial Advice** | Treloar staff who are joining, or have joined the Group Personal Pension Scheme can request a meeting with the pension providers Independent Financial Advisor. |
| **Life Insurance** | Free life insurance cover equal to three times the basic salary is provided for all permanent employees. (Excluding those in the Teachers Pension Scheme who have life insurance provided as part of their pension arrangements) |
| **Occupational Health Service** | Treloar staff have access to an Occupational Health Service. |
| **Discounted Gym Membership** | Discounted membership rates have been negotiated with the following providers:  ***Energique Health Club & Spa*** (Tel: 01420 86022) will waive their joining fee and provide discounted membership for our employees. Membership costs are met by the employee.  ***Alton Sports Centre*** (Tel: 01420 540040) will provide discounted membership for our employees. The joining fee and membership costs are met by the employee.  ***Results Gym*** (Tel: 01420 542323) will provide discounted membership for our employees.  In addition Treloar staff have access to and can use the gym at Eggars School. Prior to utilising the gym facilities you must undergo an induction. |
| **Discount Massage Treatment** | Discount treatment at Alton Advanced Bodywork (Tel: 01420 89600) will provide discounted Treatments for our employees. |
| **Flu Vaccinations** | Staff can have an annual flu vaccination on site free of charge. |
|  | **Taxation and Salary Sacrifice Provisions** |
| * **Cycle to Work Scheme** | Treloar’s has signed up to the cycle to work scheme, which is part of the Government’s Green Transport Plan. This is a tax exemption scheme which allows employers to provide bicycles to employees as a tax free benefit. |
| * **Salary Sacrifice (Pension)** | Staff may be able to sacrifice part of their salary and in return Treloar Trust will increase its contribution to their pension. Such an arrangement can provide tax advantages, but should be discussed in advance with an Independent Financial Advisor. |
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| **Staff Introduction Scheme** | If an existing staff member recommends a successful candidate for a role in catering, care/dual SSA role, facilities or medical. If the new member of staff passes their probation and the person has been named at interview they will receive a £400 payment. |
| **Training and Development** | At the Trust we believe that training is essential to enable all employees to perform their duties to the highest standard. All staff at Treloar’s have the opportunity to develop their existing skills and to learn many new skills. This will be through a combination of on-job and off-job training, often supported by formal qualifications. Some training is mandatory e.g. induction, moving and handling and everyone is required to attend the annual Trust Professional Development Days. |
| **Sick Pay** | If illness or injury prevents staff from working, employees may be entitled to the following sick pay benefits (including the amount of any statutory sick pay or social security sickness benefit to which they may be entitled) provided that the Trust is satisfied with the reasons given for the sickness absence. Depending on length of service, the benefits outlined below may apply.   |  |  |  | | --- | --- | --- | | **Period of continuous service on the first day of absence** | **Period of full pay** | **Period of half pay** | | During first 3 months | SSP only | 0 | | After 3 months and up to 12 months | 2 weeks | 0 | | After 12 months and up to 18 months | 4 weeks | 0 | | Over 18 months and up to 3 years | 4 weeks | 2 weeks | | Over 3 years | 6 weeks | 2 weeks | |
| **Special Leave** | Employees may be granted up to 5 days (pro-rata for part-time staff) special leave in a 12 month period. Special leave may consist of compassionate leave, dependant’s leave or domestic emergency. |
| **HSF Health Cash Plan** | The HSF health plan covers day to day health costs like dental and optical bills, as well as physiotherapy and chiropractor support and the HSF health plan encourages staff to seek and receive early medical investigation and treatment.  ***Employee Assistance Programme***  Also included in the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services which are available to all policyholders and their families. The services available are:  ***GP Telephone Advice*** – 24 hour access to a Doctor.  ***Virtual Doctor*** – a webcam based “face to face” consultation service with a Doctor.  ***Health Information Website*** – a medically validated and regularly updated website.  ***Counselling Service*** – a telephone and, if needs to be, a face to face counselling service.  ***Legal helpline*** – telephone access to Solicitors and Barristers.  Any part of the HSF Assist service can be used as many times as needed.  ***HSF Perkbox*** – access to a large variety of discounts, from cinema tickets to shopping discounts. |
| **Car Parking** | Free car parking is available to staff in the main car parks. |
| **On-site Café and Shop** | Staff can purchase freshly made food and beverages in the Café and the shop in the Jowett Centre. |
| **Holidays** | Treloar Trust offers generous holidays, including term-time only working. |
| **Sabbatical Leave** | Applications may be made by employees at any level in any department for a period of sabbatical leave. The following guidance will normally apply in each case:   * Any candidate for a sabbatical must have at least 5 years' service in the Trust. * The maximum period allowed will be 4 months, but any time taken in August may be added to this. * The leave may affect only one term. * Sabbatical leave will be unpaid. * Some time during sabbatical leave must be spent on activities that have relevance to the candidate's work in Trust. * Some documentary evidence of the planned work-related element of a sabbatical will be required before leave is granted and a brief written report must be supplied within one month of the end of the period of leave. * Application for sabbatical leave must be made in writing to the Principal or Chief Executive as appropriate at least 12 working weeks before the intended start of the leave. * After a period of sabbatical leave at least 5 years must elapse before   any individual may apply for a second or subsequent period. |
| **Long Service Award** | 20 years - £200 plus Certificate of Achievement |
| **Staff Awards** | Introduced in September 2014 these awards are annual awards for staff, nominated by staff. The winners receive an additional day’s holiday during the year of the award. The member of staff who is awarded the Treloar Trust Staff Award of the Year receives an additional day’s holiday during the year of the award and a £50 voucher. |
| **Bike Pool** | Introduced 2019. A bike pool is a bank of bicycles provided by an organisation for use by their employees. Pool bikes can be used in in combination with other sustainable transport initiatives or as a standalone measure. A workplace bike pool provides well-maintained bikes for employees to use. Generally pool bikes are kept in a central location and can be booked out by any staff member who is competent to cycle safely on public roads. |