



VICINITY

## **Employee Benefits**

### **Hours of Work**

All full-time jobs are subject to a standard 35 hour working week. We also operate flexible working arrangements for staff on salary bands 2-9 which is subject to service delivery requirements.

### **Pension**

CARE is a defined benefit scheme which provides benefits related to a member's earnings each year for the period of their membership. This will then be re-valued each year in line with the rise in the retail price index up to a maximum of 5%.

### **Learning and Development**

The organisation aims to provide learning and development opportunities to all staff. We actively encourage and support all staff to pursue opportunities to develop capability, and pursue professional qualifications that support business objectives.

We have a dedicated learning and development team to assist all staff in meeting their identified development requirements.

### **Work Life Balance**

As an organisation we are committed to flexible working practices for employees, including flexi time, job share and part time working.

### **Annual Leave**

The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Staff will be entitled to a basic 23 days leave each year plus public holidays and a further 3 days at Christmas. In addition to the basic entitlement all staff will qualify for the following long service holidays:

- 3 years continuous service – 3 extra days
- 5 years continuous service – 2 extra days

Managers who are not covered by the flexi-time scheme will be entitled to a basic 28 days, plus a further 3 days at Christmas. The above long service holidays also apply.

## **Child Care Vouchers**

We operate the Busy Bees Childcare initiative and participating staff are issued with vouchers which can be used to pay for most types of childcare and are non-taxable and exempt from national insurance contributions. Eligibility for this benefit is subject to individual circumstances.

In addition childcare allowance is available for employees who are the principal carers of pre-school children. The payment is up to the value of £50.00 per month, per child. Part time employees will be paid on a pro-rata basis.

## **Wellness at Work**

We have an ongoing commitment to promote a healthy workforce. We provide staff with the opportunity to participate in health screening programmes.

We have a team of Occupational professionals who work to support employees during periods of ill health.

## **Removal costs**

The Group Chief Executive can authorise a payment to a new employee to cover approved removal costs up to a maximum of 10% of salary. Relocation must be as a necessary requirement rather than just a desired move. Normally employees living within 20 miles of their workplace will be regarded as ineligible for assistance.