

## EMPLOYEE BENEFITS PACKAGE

| BENEFITS  | TERMS   |
|---|---|
| <b>Pension</b>  | Individual personal pension   |
| <b>Employee pension contribution</b>  | 5.0% of salary  |
| <b>Employer pension contribution</b>  | 8.1% of salary  |
| <b>Life Assurance</b>   | Four times annual salary  |
| <b>Health Scheme</b>  | UK Healthcare – Association pays for personal base level cover<br>Health scheme also has access to counselling service  |
| <b>Hours of work</b>  | 37 per week   |
| <b>Toil system as payment when additional hours are required to be worked</b> | Established system  |
| <b>Annual Holidays</b>  | 28 days rising to 33 days after five years service plus Bank Holidays   |
| <b>Working from home</b>  | For designated posts only   |
| <b>Home based working allowance</b>   | £550 per annum for home based staff for designated posts. Telephone and line rental, computer and office equipment will be supplied if the post is a designated home based post |
| <b>Lease Car and Fuel card</b>  | Is provided where a lease car is supplied with the post   |
| <b>Car Parking/Allowance</b>  | National Office based staff up to £70 per month, if forecourt parking is unavailable at National Office   |
| <b>Opportunities for training and personal development</b>                    | Reviewed on an ongoing basis during annual appraisals   |
| <b>Probationary period</b>  | Six months for new appointments   |
| <b>Salary sacrifice</b>   | Cycle to work scheme, Gym scheme, Computer purchase scheme, Phone purchase scheme, Holiday Scheme, Everyone Benefits (retail discounts) and Childcare Voucher Scheme            |