

[www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

Human Resources Team  
Tel 01223 278063  
Email [HR@hillsroad.ac.uk](mailto:HR@hillsroad.ac.uk)

# Guide to Employee Benefits

2016-17



Hills Road  
Sixth Form College  
Cambridge

# INTRODUCTION

The College values the contribution made by its employees and recognises that without your efforts, enthusiasm and commitment Hills Road would not be as successful as it is today.

The benefits detailed in this guide have been developed to help you feel valued, remain healthy, achieve a good work life balance and enjoy social time with your colleagues.

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# 1. FINANCIAL BENEFITS

## 1.1 CAREER AVERAGE PENSION SCHEME

The College offers two types of pension schemes that have similar benefits and employee contribution rates. They are:

- Teachers' Pension Scheme for teaching staff;
- Local Government Pension scheme for support staff.

As a member of staff you automatically join a pension scheme when you start at the College which means:

- you receive a guaranteed income in retirement which is index linked, and the option to take a tax-free lump sum
- if you become too ill to work you may be able to receive your retirement benefits early and possibly with an enhancement to service
- your pension can give your family an income in the event of your death before or after retirement
- you may be able to boost your pension benefits by making extra contributions
- you receive life insurance of three times your salary should you die in service.

For more information on the pension schemes please visit their websites at:

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)  
<http://pensions.cambridgeshire.gov.uk>

## 1.2 PRE-RETIREMENT PLANNING

If you are approaching retirement you may wish to increase your awareness of the issues surrounding retirement and pension benefits by attending a pre-retirement workshop. The courses are normally aimed at helping you plan your retirement covering leisure and managing change, healthy living, state benefits, financial planning etc. If you would like to attend a College funded workshop please speak to the Human Resources Department who can recommend a good provider.

## 1.3 CHILDCARE VOUCHERS

The College offers a salary sacrifice childcare voucher scheme which could make childcare more affordable as both parents can save tax and national insurance by taking part of their salary in childcare vouchers.

They can be used to help cover the cost of any registered care for children up to 16 years old including:

- home based care such as childminders, nannies and au pairs
- preschool care such as nursery schools, play schools and crèches
- care for older children such as out of school clubs (breakfast clubs, afterschool clubs, boarding and holiday clubs).

There is also access to extra discounts on shopping, petrol, family days out and holidays through the electronic voucher account.

Further details can be found on the Edenred website, [www.edenred.co.uk/childcare-vouchers](http://www.edenred.co.uk/childcare-vouchers) or from Human Resources.

## **1.4 TRAVEL FOR WORK MEMBER**

The College promotes sustainable travel to work options and is a member of the Travel for Work (TfW) partnership. As a result, the College's employees are able to claim discount on rail season tickets, bike hire and at bicycle and running shops around Cambridgeshire as a way of incentivising staff to consider travelling sustainably.

### **Discounted rail tickets**

Employees can claim 10% discount on rail travel season tickets on Great Northern and Greater Anglia routes.

Great Northern services are to Cambridge, Ely, St Neots, Huntingdon and Waterbeach stations starting from London Kings Cross and all stations north of Potters Bar and Hertford North.

The Greater Anglia services are between Ely, Whittlesford Parkway, Great Chesterford and Cambridge.

To claim this discount please show your ID badge at the ticket office when purchasing your rail tickets or ask HR to produce a letter confirming that you work in the College.

### **Bike Hire**

Employees can claim 10% discount on bike hire at the following bike shops in Cambridgeshire:

- Cambridge Station Cycles - [www.stationcycles.co.uk](http://www.stationcycles.co.uk) - 01223 30712
- City Cycle Hire Ltd (Pedallers) - [www.citycyclehire.com](http://www.citycyclehire.com) - 01223 365629 (includes 10% off service and repairs)
- Grafham Water Cycling - [www.rutlandcycling.co.uk](http://www.rutlandcycling.co.uk) - 01480 812500

### **Bikes and running equipment purchases**

Employees can claim between 5 - 10% of the purchase of new bicycles, cycle accessories and parts at the following shops:

- Ben Hayward
- BikeToBe
- Blazing Saddles
- The Giant Store (and 10% off repairs)
- Halfords Group 10% off Gift Voucher on all items in-store
- Howes Cycles
- Richardson Cycles
- Townsends Light Blue Bike Shop
- Kingsway Cycles (accessories only)
- Station Cycles Superstore also 10% off labour
- Wheelers
- Up & Running (10% discount on shoes, Clothing, accessories, electronics and Nutrition)

For more information on these discounts, visit the Travel for Work website at [www.tfw.org.uk](http://www.tfw.org.uk).

## **1.5 CYCLEScheme**

The College operates the Tax-Free Cycles for Work Scheme. For staff who cycle regularly to work, you may be eligible to purchase a new bicycle and equipment under the Government's cyclescheme. This is a salary sacrifice scheme in which you could take advantage of reductions in your income tax, national insurance and VAT. The scheme consists of the College giving the staff member a 12 month loan of the selected bike/ equipment. After that point, the staff member is entitled to buy the bike/equipment from the College for a Fair Market Value (around 5% of the RRP).

## **2. FACILITIES**

### **2.1 CAR PARKING**

If you come to work by car you can request a permit to park in the free staff car park. The staff car park is at the back of College off Purbeck Road for which you will need a smart card or pin to work the barrier and a car parking permit. The College has insufficient car parking spaces to allow every member of staff to park on site every day. We therefore operate a car parking rationing scheme. Should you wish to make use of the College car park, please contact the Estates Administrator for further details and to obtain your permit. Unfortunately, parking on site is only available for those that live more than three kilometres away unless there are exceptional circumstances (such as being registered disabled). For the time being this does not apply to staff employed at the College prior to 1 August 2016 although every effort will be made to encourage them not to commute by car unless there are exceptional circumstances.

### **2.2 BICYCLE PARKING**

There is a staff bicycle park at the front of the College, to the right before you go through the archway and Centenary Gates. The combination to the lock is available from the caretakers, whose office is situated next to the bicycle shed. There is additional bicycle parking for staff at the north side of The Colin Greenhalgh Building.

### **2.3 STAFF ROOM**

Staff are provided with access to a staff room. This is a social area where you can meet up with colleagues to take lunch and breaks away from your base rooms. There is a coffee machine available which serves a variety of hot beverages. Complimentary newspapers and milk are delivered to the staff room daily. There is also a small kitchen with a kettle, microwave, and a large fridge. The staff room is open from 8am – 5pm weekdays. Outside of these hours staff will require a code to gain access which is available from reception or a caretaker.

### **2.4 CATERING SERVICES**

Our catering facilities offer a range of foods, drinks and services and aim to provide quality and choice at affordable prices. There are two main catering outlets on the College site: Café Direct which is located in the Bradfield Foyer and The Hub which is located in the basement. Café direct offers a range of hot meals, snacks and drinks and is open daily from 8am – 2.30pm and also 5.30 – 8.30pm. The Hub offers sandwiches, snacks, drinks, hot food and Costa Coffee and is open from 8am – 1.30pm daily. To make it quicker and easier for you to buy food and drink at both outlets the College operates a cashless catering facility using your photo ID badge and WisePay. For more information please contact the Director of Business and Finance, Rory Seddon. There are also vending machines offering snacks and hot and cold drinks located outside The Atrium and in The Link.

## **2.5 LIBRARY ACCESS**

All members of staff are automatically added to the Library's register of borrowers as they join the College. Your photo ID badge acts as your library card. The online Library catalogue allows you to search and reserve material.

Staff are not charged fines on overdue books but are asked to renew items as they become overdue. Library items should not be kept for long term teaching use.

## **2.6 STAFF QUIET ROOM**

Should you wish to work away from your baseroom or staff room, staff have access to staff quiet rooms in which to work. There are two rooms located on the first floor of the Porters' Lodge. One has two computers and desk space and the other has some desk space. To access the staff quiet room you can use the master classroom key or ask reception or the caretakers for a key to gain access.

## **2.7 PRAYER ROOM**

Hills Road Sixth Form College respects your rights to freedom of religious belief and makes available a multi faith prayer room for staff and students. The prayer room is located downstairs in the Porters' Lodge. This is available for both staff and students to use as a prayer room between 8am – 6pm every weekday. To use the prayer room during these times please ask reception or a caretaker for a key to gain access.

# **3. HEALTH AND WELL-BEING**

## **3.1 STAFF COUNSELLING AND SUPPORT SERVICE**

The College provides an in-house counselling and support service for staff using a qualified practitioner. This service is available every Wednesday afternoon from lunchtime until 5.00 pm. Drop in sessions are available over the lunch break, and the afternoon for scheduled counselling sessions. This service is available for any colleagues who feel they would benefit, and offer support to those staff who are in regular contact with students who have particular mental health concerns. Confidentiality is a priority and is discussed and agreed with each member of staff before they begin their sessions. For more information please contact the Human Resources Office or email [staffwellbeing@hillsroad.ac.uk](mailto:staffwellbeing@hillsroad.ac.uk).

## **3.2 SPORTS AND TENNIS CENTRE**

All employees are entitled to free use of the Hills Road Sports and Tennis Centre (which includes a fully equipped gym, four indoor and six outdoor tennis courts, a multi-purpose sports hall, an indoor cricket hall and a squash court) between the hours of 7.00am and 6.00pm Monday to Friday, including College holidays. Members' rates will apply at other times and days of the week. Staff are able to book facilities seven days in advance. Due to the high demand for indoor tennis courts, staff can book one free indoor tennis session per week, seven days in advance. Any additional advance bookings will be charged at member rates. Staff partners and/or members of their immediate family are also entitled to member rates at the Centre. Please contact the Sports Centre on ext 400 (internally) or 01223 500009 (externally) for more details. Alternatively further information can be found on our website at [www.hillsroadsportscentre.co.uk](http://www.hillsroadsportscentre.co.uk).

## **3.3 EYECARE VOUCHERS**

Regular Visual Display Unit (VDU) users (the majority of staff ) are entitled to a free eye test and may qualify for a discount on prescription spectacles. If you are a regular VDU user please see the Estates Administrator for further details and a voucher.

### **3.4 BEAUTY TREATMENT DISCOUNTS**

The College is able to offer its staff a corporate membership card at Cambridge's leading salon, Elaje Hair and Beauty, underneath The Belvedere (a few metres walk from the College) which entitles the holder to 10% off any hair or beauty treatment. Elaje also offer a menu tailored specifically to male grooming treatments as well as ladies' beauty treatments. If you would like to learn more about Elaje their website is [www.elaje.co.uk](http://www.elaje.co.uk). Please see Human Resources should you wish to be issued with a free membership card.

### **3.5 BOTANICAL GARDENS**

The College has an annual subscription with the Cambridge Botanic Garden which enables staff to use the garden free of charge, including on bank holidays and weekends. The tickets are available to be signed out at the Bursary. Please remember to return them after your visit so that others can also make use of them.

### **3.6 AE DISCOUNT**

The College runs a substantial Adult Education (AE) programme for which staff members, their partners and/or members of their immediate family are entitled to a 20% discount. AE prospectuses are available at reception or from the AE office, behind reception. Further details can be found on the website at [www.hillsroadadulteducation.co.uk](http://www.hillsroadadulteducation.co.uk) or by contacting Adult Education on extension 480 (internally) or 01223 278002 (externally).

### **3.7 HEALTH AND WELL-BEING ACTIVITIES**

Health and well-being activities for staff are scheduled to run throughout the year. Interested staff should visit the AE office and complete an enrolment form. Places will be allocated on a first come first served basis. This is an opportunity for staff to relax and to meet other colleagues in a different setting. To find out more information or to enrol, please contact any member of the AE team.

### **3.8 HAPPY HOUR**

The College invites all staff to come along to a Happy Hour throughout the year in the Staff Room when refreshments, including cake and fruit, will be provided. This takes place once every two weeks on alternate days of the week and alternates between happy lunch and happy break. The happy lunch normally takes place between 12.30pm and 1.30pm and the happy break from 10.30am – 11.30am. The schedule will be in This Week's Events and also posted in the Staff Room.

### **3.9 STAFF BIKES**

There are a number of bikes and helmets of all different sizes available for staff to borrow at the Sports and Tennis Centre. Should you need to pop into town during your lunch break or just want to have a quick bike ride some- where please visit the Sports Centre reception and they will provide you with a key for the lock.

## 4. PAY AND LEAVE

The College operates generous sickness, pay and leave schemes which go beyond the minimum statutory requirement. A brief breakdown of some of these policies is detailed below. To read the full policies please visit the Policies section on SharePoint.

### 4.1 SICK PAY

The College recognises that from time to time an employee may be prevented from attending work through ill health.

Provided the appropriate conditions are met, a member of staff absent from duty because of illness (which includes injury or other disability) shall be entitled to receive sick pay as follows:

TEACHING STAFF	
During the first year of service	Full pay for 25 working days, and after completing four calendar months service, half pay for 50 working days
During the second year of service	Full pay for 50 working days and then half pay for 50 working days
During the third year of service	Full pay for 75 working days and half pay for 75 working days
During fourth and subsequent years	Full pay for 100 working days and half pay for 100 working days.
SUPPORT STAFF	
During the first year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay
During the second year of service	2 months' full pay and 2 months' half pay
During the third year of service	4 months' full pay and 4 months' half pay
During fourth and fifth years of	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

The full Staff Sickness Absence and Ill Health Policy and Procedure is available to view in SharePoint.

### 4.2 MATERNITY

Depending on your length of service and provided appropriate conditions are met, all pregnant members of staff are entitled to the following:

- Paid time off to attend antenatal appointments
- On-site parking every day
- 52 weeks' maternity leave. This is made up of 26 weeks' Ordinary Maternity Leave (OML) and 26 weeks' Additional Maternity Leave (AML).
- Statutory Maternity Pay (SMP) entitlement
- for staff with at least one year's continuous service at the beginning of the 11th week before the expected week of childbirth, pay as follows:
- Weeks 1-4 at full pay (less SMP)
- Weeks 5-6 at 9/10 pay (less SMP)
- Weeks 7-18 at half pay without SMP deduction unless half pay plus SMP exceeds full pay
- Weeks 19- 39 SMP only
- Weeks 40-52 unpaid
- Up to 10 days' paid work during maternity leave without affecting their right to SMP.

The full maternity leave scheme is detailed in the Family Leave Policy which is available to view in SharePoint.

### **4.3 ADOPTION**

If you are legally adopting a child up to the age of 16 you are entitled to the same pay and leave as mothers taking maternity leave. The adoption pay and leave are more than the statutory minimum. The Statutory Adoption pay (SAP) would be available for employees adopting a child aged 17 and 18.

The full adoption leave scheme is detailed in the Family Leave Policy which is available to view in SharePoint.

### **4.4 PATERNITY/MATERNITY SUPPORT LEAVE**

Depending on your length of service and provided appropriate conditions are met, all new or expectant fathers who work at the College are entitled to the following:

- Reasonable paid time off to attend antenatal appointments, scans etc.
- 2 weeks' full pay of Ordinary Paternity Leave (OPL) to be taken within 56 days of the birth of your child to which the College takes a flexible approach. The College extends this arrangement to a person who is nominated by the mother and who will have or expects to have responsibility for the child's upbringing and who will be the main provider of support to the mother at the time of birth. This could be another relative or close friend.
- Up to 26 weeks' Additional Paternity Leave (APL), depending on your partner's circumstances.

The full paternity/maternity support leave scheme is detailed in the Family Leave Policy which is available to view in SharePoint.

### **4.5 SHARED PARENTAL LEAVE**

Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Eligible staff may be entitled to take up to 50 weeks SPL. Shared Parental Pay (ShPP) may be payable during some or all of SPL.

The full shared parental leave scheme is detailed in the Family Leave Policy which is available to view in SharePoint.

### **4.6 SPECIAL LEAVE**

Special or compassionate leave may be granted for a number of reasons including:

- moving house
- graduation
- study leave
- marriage
- religious ceremonies
- job interviews
- jury service
- armed forces duties
- public service (eg governors meeting, prison visitors, magistrates etc)
- union duties

The full Special Leave Policy is available to view in SharePoint.

## **4.7 FLEXIBLE WORKING**

The College recognises that employees may need to work flexibly to ensure a good work life balance and to support their well-being. All employees with 26 weeks' continuous service have a legal right to request flexible working and the College will give due consideration to requests received. Applications are carefully reviewed considering both the request and the needs of the College and all possible reasonable options.

The full Flexible Working Policy is available to view in SharePoint.

## **4.8 ANNUAL LEAVE**

Full year support staff (52 week contract) are entitled to the following annual leave (pro rata for part time staff):

minimum leave	- 24 working days
after 5 years' continuous service	- 27 working days
after 10 years' continuous service	- 29 working days
plus 8 public holidays	

Up to 5 days' annual leave not taken during the leave year may be carried forward into the next leave year. For further details on your annual leave entitlements please refer to your contract of employment or speak with Human Resources.

# CONTACTS

## Human Resources Team

Deborah Bennett  
ext 248  
Human Resources Officer

Michele Nightingale  
ext 533  
Human Resources Manager

Sadie Tokley  
ext 534  
Human Resources and  
Payroll Administrator

## Sports & Tennis Centre

ext 400  
[nmoss@hillsroad.ac.uk](mailto:nmoss@hillsroad.ac.uk)

Sports Centre Manager:  
Natalie Moss

Assistant Sports Centre  
Manager:  
James Dunham

## Estates Administrator

Evie Scott  
ext 453  
[escott@hillsroad.ac.uk](mailto:escott@hillsroad.ac.uk)  
Estates Administrator

## Adult Education

ext 480  
[adulted@hillsroad.ac.uk](mailto:adulted@hillsroad.ac.uk)

Paula Francis  
Laani Johnson  
Deborah Martin  
Sue Wilson

## Caretakers

ext 454  
[caretakers@hillsroad.ac.uk](mailto:caretakers@hillsroad.ac.uk)

Nick Clarke  
Keith Meakin  
David Oldham  
James Wise