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Guide to Employee Benefits

2017-18



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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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:

<https://www.teacherspensions.co.uk/h>
<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 AND TAX-FREE CHILDCARE

In April 2017 the Government began the roll out of a new scheme called Tax-Free Childcare (TFC) which changes the package of financial support it offers to working parents. If you are a working parent of a child who will be aged under 4 on 31st August 2017 you can apply now, with the scheme scheduled to be rolled out to all eligible parents by the end of the year.

Childcare Vouchers will continue to operate alongside the new scheme, but the Tax and NIC savings will be removed for new scheme entrants from April 2018. Therefore, if you wish to join this scheme and take advantage of the current terms, you should do so before April 2018. If you are currently in this scheme you can continue to benefit from the savings until your child reaches 16, or you change employer.

This opens up new options for you to consider when deciding which type of scheme is best for you and your family. If you or your partner is a working parent and paying for childcare, it is important to fully understand the different types of support available to maximise the savings that you are entitled to.

Which scheme are you eligible for?

Tax-Free Childcare

- Can be used for children up to 11 years old (or 16 if disabled) who are usually living with you;
- If there are two parents in your household, both or you must be employed;
- Single parents can join;
- If over the age of 21 (different rules apply for those aged between 16-21), both parents (or a single parent) must earn at least £120 per week (equal to 16 hours at the national minimum or living wage);
- Neither parent must earn over £100k per year;
- You cannot join if claiming Child Tax Credits, Universal Credit, or benefiting from the Tax and NIC savings through Childcare Vouchers;
- Self-employed parents can join.

Childcare Vouchers

- Can be used for children up to 15 years old, or 16 if disabled;
- One or both parents can join if you are employed and your employer has a scheme in place;
- Single parents can join;
- You must still earn above the national minimum wage once salary is reduced;
- There is no income limit;
- Can be used at the same time as claiming Child Tax Credits or Universal Credit;
- Self-employed parents cannot join.

Some families will be better off staying on the Childcare Vouchers scheme, whereas others will be better off with the Tax-Free Scheme. In order to help you determine the best scheme for you and your family, the Government has released a '[childcare calculator](#)' that enables you to work out the savings based on your family's individual circumstances.

To stay informed of all the latest updates, articles, tools and advice around Childcare Vouchers and Tax-Free Childcare, and to sign up for email newsletters, please click on the [link](#).

Further details can be found on the Edenred website, www.edenred.co.uk, or from Human Resources.

1.4 TRAVEL 4 CAMBRIDGESHIRE MEMBER

The College promotes sustainable travel to work options and is a member of Travel 4 Cambridgeshire (TfC). As a result, the College's employees are able to claim discount on rail season tickets.

Discounted Rail Tickets

Employees can claim 10% discount on rail travel season tickets on the 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 to Ely, Whittlesford Parkway, Great Chesterford and Cambridge.

To claim this discount you will need to complete an Application for Season Ticket Rail Discount; please click on the [link](#) to access the form.

1.5 CAMSHARE

Sign up to our countywide car-sharing network, with strong links to the national Liftshare database. It is absolutely free and has been built and designed for every possible user. Whether you are a driver, passenger, or if you would simply be interested in finding an alternative way of getting about, then this is the site for you. For more information visit www.camshare.co.uk.

1.6 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 twelve-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). Please contact the Estates Administrator for more information.

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 Reception or 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 8.30am to 2.30pm. The Hub offers sandwiches, snacks, drinks, hot food and Costa Coffee and is open from 9.00am to 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 Rory Seddon, Director of Business and Finance. 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 base room 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 COUNSELLING AND WORKPLACE SUPPORT

The College provides impartial and non-judgemental counselling and workplace support to staff using a qualified counsellor. Confidentiality is a priority and is discussed and agreed with each member of staff before they begin their sessions. Should you wish to speak to the College counsellor please click on this [link](#) or speak to a member of the Human Resources Team.

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.

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. If you would like to search for opticians by post code you can do so by clicking on the following link.

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 20% 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 the website is www.elaje.co.uk.

3.5 BOTANIC GARDENS

The College has an annual subscription with the Cambridge Botanic Garden that 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 <http://www.hillsroad.ac.uk/adult> 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 and are publicised by Human Resources. To find out more or to enrol, please contact any member of the Human Resources Team; places will be allocated on a first come first served basis. This is an opportunity for staff to participate in enjoyable activities and to meet other colleagues in a different setting.

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 to 11.30am. The schedule will be in This Week's Events and is 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 lunchbreak, or just want to have a quick bike ride somewhere, 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 that go beyond the minimum statutory requirement. A brief breakdown of some of these policies are 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'
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 service	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 (inclusive of SMP)
 - Weeks 5-6 at 9/10 pay (inclusive of 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

Requests for short periods away from College to pursue a personal interest (unpaid) may be granted at the discretion of the Principal, to whom all requests should be made. The Full Special Leave Policy can be viewed in SharePoint.

4.7 SABBATICAL

The College understands that some staff may wish to take time out from work to pursue a professional and personal development in order to enhance career opportunities and their contribution to the College, while maintaining security of employment. It is recognised that such breaks can benefit both the College and the member of staff. Therefore, employees with at least five years' continuous employment may wish to be considered for a sabbatical. The College will consider applications that meet the eligibility criteria. Such leave will be unpaid. Full details can be found in the Sabbatical Policy in SharePoint.

4.8 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.

4.9 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.

C O N T A C T S

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