

# Employee benefits

## Core benefits

### Salary exchange pension



- **Salary exchange pension scheme** (auto-enrolment): 7% employer contribution, 2.5% minimum employee contribution. Employee can increase contributions; employee can also opt-out of salary exchange. Some employees have access to the USS pension scheme (auto-enrolment): 14.5% employer contribution, 6.1% minimum employee contribution (not a salary exchange scheme).

### Sickness pay



- **Occupational sickness pay** from day one of employment; this tops up statutory sick pay provision

### Paid holiday



- **4 elements:**
  1. Normal holiday (26/28 days Full Time Equivalent per annum), increases with service
  2. Bank and public holidays
  3. Designated closure days (up to five days per annum)
  4. Additional holiday: Paid 'Wellbeing' day(s), Buy and Sell/Carry Over options – at least one Buy window and one Sell/Carry Over window per annum.

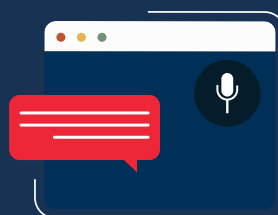
### Life assurance



- **Life assurance/death in service** for all employees, up to x4 annual salary cover

### Flexibility in the workplace

- Flexibility in relation to place of work (office based, hybrid working, remote working). Note: one option will be selected as the contractual position based on the role. Certain roles may not be suitable for fully- remote working; where this is the case it will be made clear during the recruitment process.



# Employee benefits at UCEM



## Lifestyle and work-life balance

- Contractual flexible working built around a core hours' model
- Core office days set as Tuesday, Wednesday and Thursday.
- Holiday increases with service (28 days after 5 years)
- Holiday buy option is up to 5 days' Full Time Equivalent per holiday year
- Holiday sell or carry over option is up to 2 days' per holiday year (choose one or neither)
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay where applicable). For adoption, maternity and shared parental: up to 12 weeks at full basic pay (inclusive of statutory pay), immediately followed by up to 6 weeks at half of basic pay (plus statutory pay). Statutory pay rules apply thereafter. For paternity: 4 weeks at full basic pay (inclusive of statutory pay). Statutory rules only (leave and pay) apply for time off for dependents and parental leave.

## Health and wellbeing

- Employer-paid health cash plan for employees, with options available to enhance cover (enhancements are employee-paid)
- Employee Assistance Programme (EAP) available 24/7 365 days per year: telephone and face to face counselling; online resources including both a portal and app
- Access to Thrive Mental Wellbeing: offers confidential, proactive, and preventative mental health support via an app and web-based portal. Includes access to online therapy.
- Dedicated wellbeing area on the intranet, containing an ever-growing number of resources relating to physical, mental and financial wellbeing
- Optical care support, employer-paid (see Eye Test Policy and Form)
- Dental insurance for employees, voluntary basis (employee-paid)
- First aid training for first aiders (including mental health)
- Fire warden training for fire wardens
- Social committee events, some subsidised by UCEM
- Charity and voluntary paid day, per annum
- Promotion of sustainable living (employee sustainability pledges)
- Employer paid Private Medical Insurance (specific job roles only)
- Discounted gym memberships

## Tax efficient and/or salary sacrifice



- Electric and Hybrid car scheme (restrictions apply to hybrids).
- Salary exchange (sacrifice) pension contributions (as above)
- Cycle-to-work scheme
- Give-as-you-earn/payroll giving
- Access to Tax-Free Childcare (government scheme).



## Workplace savings

- Season-ticket travel loan (employee net deduction from salary)
- Discounted Dell products - up to 50% off products for personal use
- Retail discounts: thousands of offers from top brands available via Lifestyle Savings portal and app
- Office 365 can be downloaded by employees to home/personal devices. The alternative is that Microsoft software can be purchased at student prices using your assigned .ac.uk email address; you would then download this software for personal/home use.



# Employee benefits at UCEM



## Benefits specific to office working



- Modern office environment with strong sustainability credentials, assessed and certified as 'excellent' on the BREEAM rating scale:
  - Break-out spaces
  - Collaborative working spaces
  - Kitchen and rest facilities, including outside deck
  - Shower and changing facilities, including lockers
  - Contemplation room
  - Locked bike shelter
- Free tea, coffee and milk in The Hub and all kitchen facilities
- Fresh fruit available for free (selected days only)



## Training and development

- Access to hundreds of short courses on a wide range of topics (both professional and personal interest) through Lifestyle Learning (part of the retail discounts benefit). All courses are heavily discounted or completely free of charge
- Access to a well-equipped e-library for Continuing Professional Development or training purposes (or to help you with your work!).
- 24/7 365-day access to online learning through LinkedIn Learning (employer-funded), for use both in and outside work.
- Access to free to sustainability themed learning resources (online training provided by the Supply Chain Sustainability School).



## Other benefits and employee recognition

- Paid professional body subscription, one per annum per employee
- Long service awards (financial award at 10, 20 and 30 years' service)
- Employee Referral Bonus Scheme
- Peer to peer recognition via a dedicated online platform including: Values awards (employee recognition as part of All Staff Webinars) and Star Awards (employee recognition as part of Christmas party).
- Sabbatical Leave policy (eligibility criteria applies).
- Opportunity to join the Sustainability Champions network to contribute towards shaping a culture of **sustainability at UCEM**.



Please note this is a non-contractual document. Some of the above benefits are non-contractual and may be subject to change at any time. Last updated September 2024.