

Employee Benefits

Pay

New staff will normally start on the first point of the band unless there are exceptional circumstances. Progression through the band is dependent on performance in accordance with our Performance Review Scheme. In addition, any annual cost of living pay award determined by the NJC national agreement will be paid from 1 April each year.

Night work (CCTV only) - If you are required to work through the night between 10pm and 6am as part of a regular shift pattern an enhancement of a third (33%) will be paid.

Public Holidays – double time or plain time plus time off in lieu.

Standby and callout arrangements (where applicable).

Hours

Flexible working (where applicable) is designed to meet the operational needs of the service and the needs of our staff. Flexible working could include some home working, working different patterns of hours, working additional hours to be taken off at some other time. All staff has the right to request flexible working arrangements which will be by agreement with your line manager

There is no enhancement for Saturday and Sunday or evening working is part of the normal working week.

Waste Operatives/Drivers work a 74 hour fortnight including some weekends around bank holiday times

Gardeners are required to work weekends on a rota basis

Where there is an irregular pattern of hours and hours are determined by events, seasonal, or work demand hours can be annualised and reviewed each year.

Annual leave

You will have 24 days holiday per year (28 days after 5 years' continuous Local Government service) plus 8 public holidays – pro rata for part time contracts.

Subject to qualification we have a scheme for staff to buy 10 additional annual leave days (pro rata for part time employees) and to make repayments over a 12 month period.

Local Government Pension Scheme (LGPS)

All employees under 75 are eligible to join the LGPS. Contributions vary according to salary. The LGPS is a statutory, funded pension scheme of which its benefits are defined and set out in law. A secure pension is worked out every scheme year and added to your

pension account. The pension added to your account is equal to a 49th of your pay for that year and adjusted to take into account the cost of living. You also have the option when you draw your pension to exchange part of it for a tax free sum. There is also an opportunity to opt into a 50/50 scheme, paying half the normal contributions in return for half a normal pension. In the event of death in service there is immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children or if you die after leaving having met the 2 years vesting period. If you become seriously ill and have met the 2 years vesting period you could also receive immediate ill health benefits.

Travel

An essential user status will be attached to roles where a vehicle is required and all business mileage is reimbursed at the appropriate HMRC rates. Lease cars are available under a local scheme to posts with essential user status and who travel more than 2,500 business miles per year. However, alternative means of transport is encouraged i.e. public transport, bicycles, walking and use of pool cars.

All mileage will be paid at 45p per mile excluding lease cars.

Salary payment

You will be paid monthly into personal bank account or building society account by 23rd of each month.

Performance Review

There is an annual performance review scheme which enables employees, who meet satisfactory performance measures, to be awarded a share payment (even if they are at the top of the band) of a maximum of £250 per share (maximum shares to be awarded is 3) or incremental progression if employees have "head room" in their current band, enabling them to progress to the top of the band (subject to performance). Awards or incremental progression are effective from 1 October each year and payable each November (subject to scheme criteria).

Learning and Development

We aim to ensure that all members of staff are meeting their full potential as individuals within their roles. To do this, we have a Corporate Development Programme which covers statutory training requirements and skills training. There is also the opportunity for individuals to progress via individual professional development. As a learning organisation we offer; coaching, mentoring and a full advice and guidance service for staff at all levels in the organisation.

West Suffolk We Save - Staff discount scheme

As an employee you are able to join our benefits scheme which will enable you to obtain discounts from hundreds of retailers including high street stores, supermarkets, travel companies and many many more; earn Cashback when you buy online or buy discounted reloadable cards to spend instore.

Wellbeing

We have various initiatives to encourage and support the wellbeing of our employees, including:

- Cycle to Work scheme - Through the West Suffolk We Save scheme you can purchase a bike up to the value of £1000 through a cycle to work scheme. You will save income tax and national insurance as you will repay this through your gross salary.
- Occupational Sick Pay scheme - Commencing at one month's full pay rising annually until 5 years' continuous service after which you are entitled to 6 months' full and 6 months' half pay.
- Occupational health service - An independent and confidential occupational health practitioner is available fortnightly for appointments on site by referral. Private physiotherapy is available.
- Health care cashplan scheme - For a monthly fee of £10.00 you can claim back money, up to set limits, towards essential health costs such as optician fees, dental costs, therapy and treatments and diagnostic consultations.
- Discounted gym membership - You will be eligible for discount on membership at Abbeycroft Leisure centres.