

## Employee Benefits

This document provides a summary of our employee benefits. Where benefits are contractual, we will consult with employees on any proposed changes. Otherwise the Students' Association reserves the right to alter or withdraw any benefits at any time.

Further information is available from your employment contract, Employee Handbook or HR Policies.

### Pay

The Students' Association operates a Pay Scale for salaried contracts (or 'career staff'). This Pay Scale is split into grades and is available from the Finance Manager. Salary is payable monthly by BACS transfer into your bank account. Payment will normally be made on or around the 19<sup>th</sup> of each month, or earlier should the 19<sup>th</sup> fall on a weekend or bank holiday.

Salaried Staff are usually appointed at the start of a grade, except in exceptional circumstances when approved by the Chief Executive. Members of staff who are promoted internally to a new position of a higher grade will normally be appointed at the start of the new grade. Staff who move internally to a new position on the same grade will normally be appointed at the same spine point. All decisions on grading are made by the Chief Executive, in consultation with the relevant departmental senior manager.

Student Staff receive an hourly rate. GCU Students' Association currently pays the Real Living Wage. More information: [www.livingwage.org.uk/](http://www.livingwage.org.uk/).

### Cost of Living Pay Rise

Every year the Trustee Board will consider whether a pay rise can be awarded to salaried staff. This may take the form of a percentage increase to salary or a one-off unconsolidated payment, but neither is guaranteed, for instance due to budgetary constraints. A pay rise or unconsolidated payment would usually be implemented in April (for Full Time Officers this takes place in June).

Every year the Trustee Board makes a decision to implement any Real Living Wage increase for student staff. This would usually be implemented in April for student staff.

### Salary Scale Increments

Staff are able to move up through the increments within their grade on the Pay Scale. Increments are normally effective in April each year. This does not apply to all staff. Some staff such as interns, student staff, placements and Full Time Officers do not receive increments. Whether you receive increments will be made clear in your contract of employment. Even when applicable, increments are not automatic and are subject to satisfactory performance. Staff are not permitted the annual incremental increase during their first 12 weeks of employment and would have to wait until the following calendar year to receive an incremental increase. Once a member of staff reaches the top of a grade, they cannot receive any further incremental increases for that role description.

## Working Extra Hours

The Students' Association believes in a work/life balance. It is however recognised that employees may be requested to work extra time over their contracted hours to support organisation objectives. Salaried staff are not normally paid for extra hours and this normally takes the form of credit on the Flexi-Time Policy or TOIL (Time Off in Lieu). However, in exceptional circumstances, the Chief Executive may authorise payment for overtime.

## Holiday Entitlement

The holiday year runs from 1 August to 31 July. The normal entitlement is 46 days annual leave, which is higher than the current minimum statutory holiday of 5.6 weeks (equivalent to 28 days for individuals who work 5 days a week); this includes statutory holidays and public/bank holidays. An employee who works for less than 12 months in a leave year receives a pro rata amount of holidays.

Where the Students' Association closes for public/bank holidays or when the university campus closes, staff must take these as annual leave days.

## Breaks

Workers are entitled by law to a 20 minute unpaid break for every 6 hours worked in a single shift. Your entitlement to breaks will be made clear in your contract of employment. For a full time employee working a full day would normally be two 15 minute paid breaks and one hour unpaid lunch break.

## Pension

The Students' Association currently uses The People's Pension as their workplace pension scheme for automatic enrolment. Once you are in The People's Pension, you may be required to make contributions towards your pension pot which will be deducted from your wages; this will depend on your length of service with the Students' Association. You will normally receive tax relief on these contributions. You will also receive contributions to your pension pot from the Students' Association. This means much more than just your own contributions will be going into your pension pot.

The Students' Association will make employer contributions based on a combination of an employees' length of service and the Government minimum as follows:

After 1 years' service:	5% of your salary
After 5 years' service:	7% of your salary
After 10 years' service:	9% of your salary
After 15 years' Service:	12% of your salary

The table below sets out the Government minimum employer contribution percentages, the possible employee contribution (in most cases this will benefit from tax relief), the dates they are phased in and the guidance column explains who will need to make an employee contribution:

Date	Employer Minimum Contribution	Employee Minimum Contribution (before tax relief)	Total Minimum Contribution	Guidance Notes
6 <sup>th</sup> April 2019 onwards	3%	5%	8%	<p>An employee with less than 1 years' service will be required to contribute 5%.</p> <p>An employee with more than 1 years' service but less than 5 years' service will be required to contribute 3%.</p> <p>An employee with more than 5 years' service but less than 10 years' service will be required to contribute 1%.</p> <p>An employee with more than 10 years' service will not be required to make a contribution.</p>

### Travel Expenses and Subsistence

Employees will be reimbursed for business expenses that meet the criteria and restrictions outlined in the Financial Policy and Procedures. This includes travel, accommodation and subsistence.

### Sick Pay

The Students' Association has an enhanced sick pay for employees after 26 weeks service. **Employees are entitled to the following periods of Students' Association Sick Pay, dependent on length of service. In any one period of 52 weeks, the Students' Association will pay a sickness allowance in line with the following scale.** Entitlement to **Students' Association Sick Pay** is calculated on a rolling 12 monthly basis.

Continuous service at the date sickness starts	Allowance Full Pay	Allowance Half Pay
Under 26 weeks' service	0 weeks	0 weeks
Over 26 weeks' but less than one year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years or more	26 weeks	26 weeks

## **Employee Assistance Programme (EAP)**

The EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing.

- Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling at your convenience.
- Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities.
- Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- Medical information: Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

## **Supporting Families Policy**

The Supporting Families Policy covers maternity, adoption, paternity and parental leave, shared parental leave, bereavement, parental bereavement leave, time off to care for dependants and carers leave. The policy outlines employee eligibility for pay and leave.

## **Flexi-Time Policy**

The Flexi-Time Policy is intended to provide a degree of flexibility for employees. The aim is to ensure delivery of service which meets the Students' Association business and operational needs whilst also giving employees the ability to achieve a healthy work-life balance. Participation in the Flexi-Time Policy is optional and employees may choose to maintain their contractual start and finish times. The Flexi-Time Policy applies, as far as practicably possible, to all employees of GCU Students' Association.

## **Death in Service**

As an employee of the Students' Association you have access to membership of the Death in Service scheme. This policy provides a lump sum payment to your beneficiaries, equal to 4 times your basic salary, in the event that you die whilst an employee of the Students' Association.

## **Employee Wellbeing and Engagement Strategy**

The Students' Association is committed to improving the health and well-being of its employees by ensuring a healthier, safer and supportive working environment. We have an Employee Wellbeing and Engagement Strategy and annual Action Plan.

## Perks at Work

Perks at Work can help you live a better and healthier life. In a nutshell, Perks at Work offers:

- **Discounts:** Access to 30,000+ national & high street employee discounts in over 20 categories
- **Free Online Wellbeing Classes:** Community Online Academy is a FREE resource of live and on-demand classes for both adults and kids from wellness to personal development

Go to <https://www.perksatwork.com/join/28weqp6> and join using your @GCUstudents.co.uk email account.

## Christmas Party

All employees are invited to an annual Christmas party, funded by the Students' Association. The specific arrangement will vary each year depending on circumstances. Employees will be informed of arrangement by email.

## TOTUM Card

TOTUM, the new name for the NUS extra card, offers varying discounts for employees on a range of areas from travel, food, retail, days out etc. An annual fee is payable. Information will be required on the course and duration you are studying, please enter "other" for both. This must be completed from your GCU email address for verification. More information: <https://cards.totum.com/join>.

## Flu Vaccinations

Flu is a highly infectious disease with many strains. We would encourage all employees to take up this opportunity to help prevent the spread of the disease. Where employees are not entitled to a [free flu vaccination](#), they will be entitled to reclaim the full cost of the flu vaccination upon submission of a receipt. This flu vaccination must be received between the months of September and December.

## Volunteering Day

Each employee who has completed their probationary period may take one paid day per calendar year (arranged with their manager and according to business needs) to perform volunteer work with a registered charity. This should normally take place out with the teaching weeks in Trimester A and B. No payment will be made for costs incurred by the employee participating in the volunteering activity. You may be required to provide satisfactory evidence of the volunteering activity.

## Loyalty Policy

The Students' Association will formally recognise the attainment of the following landmarks: 10 years' service and 25 years' service.

## Glasgow Caledonian University Benefits

Employees of the Students' Association are entitled to some of the benefits of GCU staff. You will use your GCU email account to access these benefits. You have the potential to obtain the following benefits:

### The ARC: Health & Fitness

The [ARC is a multi-purpose gym](#) that caters for all fitness interests and abilities with 3 separate gym areas. There is also a range of exercise classes which take place on a regular basis and there are classes to suit all levels of fitness. There is a staff membership.

[Hairdressing - The Cut and Colour Room](#). There is a staff membership.

### Discounts on Mobile Phones, Computers and Software

[EE](#) and [Vodafone](#) offer discounts on personal mobile contracts to GCU Employees. You could save up to 20% with EE using the code **employee20gcu** as either an existing or new customer and up to 30% with Vodafone on pay monthly bundles.

Apple offer employees up to 15% discounts on Mac equipment under the UK HE Agreement. You will need to use your university email address to register. Further information on purchasing IT equipment can be found on the [IT website](#).

### The Eye Clinic

The [GCU Eye Clinic](#) is equipped to the highest standards, and is housed in a modern, purpose-built facility situated on the Ground Floor of the Govan Mbeki Health Building. The clinic provides full eye examination and dispensing under General Ophthalmic Services (NHS) regulations. Eye examinations are free under NHS regulations.

### The Library

The Library offers a variety of books, e-book, journals and e-journals on a variety of topics. More information: [www.gcu.ac.uk/library](http://www.gcu.ac.uk/library).

### Local Car Parking

Thistle Street NCP, Dundasvale and Concert Square. The car parking ticket can be validated at a discounted rate at the Security Office. Enter ticket into the pay station at NCP and then enter your pre-validated ticket to receive a discount.

### **First Bus Commuter Travel Club**

You could benefit from discounts of up to 20% on weekly tickets and flexible daily ticket bundles for the Glasgow area when ordering through the First Bus App. Employees must register to join the scheme using their GCU email account:

1. [Please log in or register through First Bus' website.](#)
2. Select Glasgow Caledonian University from the drop-down menu - this will be visible at the bottom of this page after you log in/register.
3. You will be prompted to enter your work email address or a passcode, so that First Bus can validate that you work for the chosen employer.
4. Download the First Bus App to your smart phone and set up an [mTicket account](#).
5. Purchase your discounted Commuter Travel Club ticket on the website and it will be sent direct to your phone.

### **Hotels**

GCU has partnered with a variety of hotels in the local area to provide staff, students and friends and relatives with reduced rates for accommodation in the city. Further information:

[www.gcu.ac.uk/theuniversity/howtofindus/hotels/](http://www.gcu.ac.uk/theuniversity/howtofindus/hotels/).