



What's in it for YOU?



Staff Benefits Booklet

Benefits for YOU

We love our staff! You are our greatest asset and there are a number of ways that we can say 'thank you'. This booklet lays out the benefits for staff working for **YOU**.

As an employer of choice, we are aspiring to become a national model of excellence and there are a whole host of great benefits when you join the team. Perhaps most importantly, you are part of a successful and dynamic organisation which is recognised for its achievements, including featuring in the prestigious Sunday Times Best Companies Awards. You can also share in our passion and values for providing excellent services, through a culture of trust and innovation. But there are other benefits, too ... read on to find out more.

A handwritten signature in blue ink that reads "Liz Page". The signature is written in a cursive, flowing style. It is positioned in the lower-left quadrant of the page, below the main body of text. The background behind the signature is a soft, out-of-focus image of a sunflower with green leaves and a yellow flower head.

Liz Page

Director of People and Learning



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Our Culture

As an employer and a care provider, we uphold the rights of people who use our services, our employees and our volunteers to be treated fairly and without discrimination. We are committed to taking all reasonable and practical measures to ensure that our practices are free from discrimination, inclusive and accessible to all. We not only set standards in our Inclusion and Anti-harassment policies which comply with the minimum requirements of the law but there is an expectation that discrimination is addressed proactively in ways that are positive and valuing.

We also have a green conscience when it comes to our environment and have offered incentives like a higher rate of allowance for car sharing.

We are also fully engaged with recycling and other energy saving measures.



Our Values

Our values can be summed up in five words which describe how we expect our staff to be at all times. These are:

Can Do

Excellent

Person-Centred

Trustworthy

Innovative

These are the hallmarks of our organisation and we hope that you're as proud of and excited by these values as we are

Job Satisfaction

As an organisation that supports thousands of vulnerable people each year, one of the main reasons our staff work for us is because they get incredible job satisfaction knowing that

they're making a real difference to people and helping them to live independent and fulfilled lives.



Working for **YOU**, you can make a real difference too and you get that buzz from knowing that each day at work really counts. You also get to work in teams of like-minded, supportive people who really care about what they do. How great is that?


Learning + Leadership Development

YOU is an accredited Investors in People employer. This means that we value our staff by promoting a strong learning ethos and a belief in life-long learning.

There is a fantastic range of learning and development opportunities available at **YOU**, including support to gain qualifications. There are also specific programmes available for managers (JIGSAW) and for people with potential. STAR, for example, our talent management programme, provides you with the skills to develop in your role and career. There is also a growing library of e:learning resources.

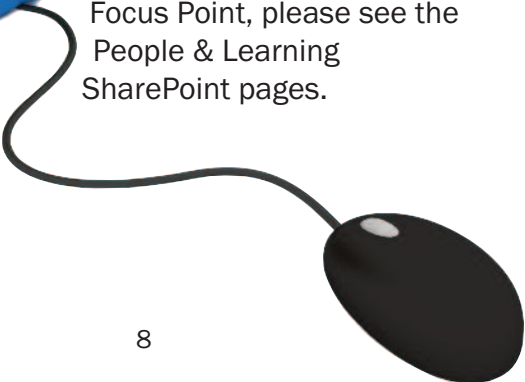
For further details, look at the People & Learning SharePoint pages.

Learning Space



The Learning Space is a library of books and other learning resources available to any employee who works in the organisation. This has been created so that staff can learn at home, too.

For details of this library, which is based at Focus Point, please see the People & Learning SharePoint pages.



Pensions

We are one of a declining number of organisations that are still able to offer you a Final Salary Pension Scheme which can be a great benefit. Permanent staff can join the Social Housing Pension Scheme (SHPS) following successful completion of their probationary period. Benefits of being a member of the scheme include:

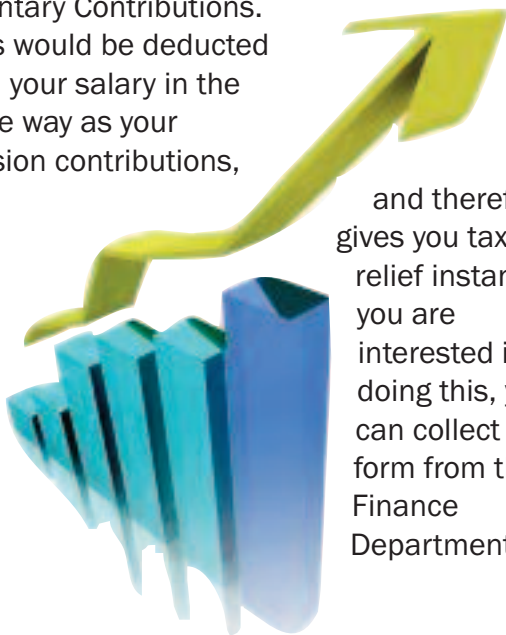
- YOU pays towards your retirement as your employer, putting money into your fund.
- You pay lower national insurance contributions because the scheme is contracted out of the State Pension Scheme.
- You can opt for a tax-free lump sum when you retire.

Further details of pension benefits are available from the SHPS brochure which can be found on the People & Learning Sharepoint pages.

Additional Voluntary Contributions

You can top up your pension if you are already a member through paying AVCs - Additional Voluntary Contributions. AVCs would be deducted from your salary in the same way as your pension contributions,

and therefore gives you tax relief instantly. If you are interested in doing this, you can collect a form from the Finance Department.



Child Care Vouchers

YOU is part of a Child Care Vouchers scheme which allows you to purchase vouchers through a salary sacrifice scheme provided by Edenred. This is a great opportunity if you pay a registered child minder, nursery or other child care facility. By purchasing Child Care Vouchers, you sacrifice part of your salary (which is not National Insurance and Tax deductible) and, therefore, you don't pay tax or NI on the Child Care Vouchers as they are deducted from your salary beforehand. Your pensionable pay is not affected.

A maximum of £243 of Child Care Vouchers per person may be purchased per month which would lead to a saving of £1,196 per annum in reduced tax and N.I. (this is an example and would depend on each individual's circumstances).

For more information, please visit www.childcarevouchers.co.uk or ring Edenred

Employee Assistance Programme

YOU provides an Employee Assistance Programme so that every permanent employee can access telephone confidential counselling 24 hours a day, 365 days a year. In addition, face to face confidential counselling services are also available which you can arrange directly yourself with no referral needed.

To find out more about the free services on offer, please visit the People & Learning SharePoint site, or visit the website directly at www.firstassist.co.uk/employeecare entering the login code of 72321. The website contains a vast library of self help material which is designed to complement the confidential counselling services available.

You can also use the freephone number 0800 716017 and simply quote **YOU** to access these free services.

Loyalty Bonus

At **YOU**, we have many staff who work for us for many years. One way we have of rewarding loyalty is to award a loyalty bonus after five years' service. This can be paid as an extra week's paid holiday or as an extra week's pay.

If you are coming up to your five years' service, you will need to complete a form that can be found on the People & Learning Sharepoint pages, indicating whether you would like the extra leave or extra week's pay.



Sick Pay

YOU has a company sick pay scheme that pays you more money than statutory sickness pay (SSP), depending on your length of service. This is as follows:

Within probation period:

- Statutory Sick Pay (SSP) only

After probation period and up to and including 1 year's service:

- 1 month's full pay then SSP only

Up to and including 2 years' service:

- 2 months' full pay then SSP only

Up to and including 3 years' service:

- 4 months' full pay then SSP only

Up to and including 4 and 5 years' service:

- 5 months' full pay then SSP only

Up to 6 years' service and beyond:

- 6 month's full pay then SSP only

The amount of paid sickness absence available at any one time is calculated on a 'rolling year' basis, with all full paid days taken sick within the preceding 12 months subtracted from the employee's total available.

We have an Absence Management Policy which lays all this out in more detail and is available on Sharepoint.

Benefits Website

Want to save money on your weekly shop, on a new outfit for that special occasion or even on a holiday you've been thinking about?

YOU has signed up to MyWorkOffers, so you can do just that. This range of special offers, discounts and last minute deals are available to help make your money go further.

Easy to access online, MyWorkOffers can help you make big savings on a whole host of goods and services from over 200 suppliers.

Browse the site for items for yourself or presents for your friends and family, and take advantage of some fantastic offers including:



- **Discounted Shopping Vouchers – save up to 8.5% at twenty five leading supermarket and high street stores, including Sainsbury's, Asda, M&S and Next**
- **Special Offers – get money off big name brands for a whole host of items including clothes, home entertainment and household goods**
- **Days Out & Holidays – enjoy special offers for days out and last minute holiday deals for home and abroad, plus help and advice to make your holiday experience as stress free as possible**
- **Discounted tickets – get special rates for theme parks, theatre, musical and sporting events**

... plus much, much more!

For further details and to start making savings today, visit www.myworkoffers.co.uk/login and enter your company key **you2010** under the New Member Registration.

Annual Leave

YOU's annual leave is higher than the statutory amount.
For staff who started after June 2005, the following applies:

Directors
Assistant Directors
Level 2 & 3 Managers Central Services Managers who supervise Level 1 staff (ie those in box below)
Level 1 Managers / Specialists / Officers / Assistant Accountants / IT Professionals / Casework Supervisors
Deputy Managers / Central Service Supervisors
Team Leaders / Non-Managerial / Support Workers / Administrators

Please note that staff who commenced prior to June 2005 may have different annual leave entitlements in their employment if this applies to you.

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Annual leave entitlement applies:

Basic Entitlement (+ 8 Bank Holidays)	1 Years Service	2 Years Service	3 Years Service & above
30	31	32	33
29	30	31	32
26	27	28	29
25	26	27	28
24	25	26	27
22	23	24	25

have a different entitlement – please refer to your contract of

Mileage Allowance

For many people, using their car is a key part of their role. **YOU** pay a mileage allowance if you use your car on official business and the current rate is 30p per mile (for non-essential car users or lease car users).

We are also aware, however, that there are times when more than one person is travelling from the same service or from the same area and so we have enhanced mileage rates to encourage you to **go green!** If you are able to car share, **YOU** will pay the enhanced rate of 35p per mile so think **GREEN** and share when you can!

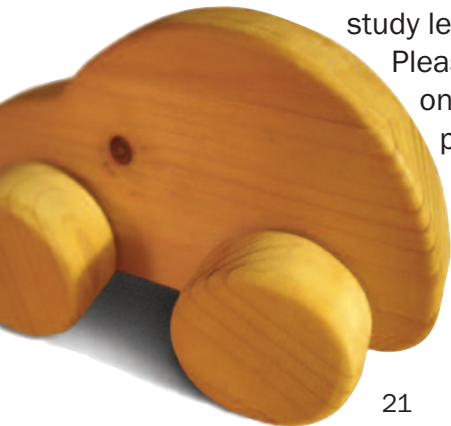
Please remember that, to be paid, you must be insured for business use and your car must be taxed and hold a valid MOT. To claim mileage, please download a form from the Finance Sharepoint pages.

Professional Fees

You believe in supporting and helping our staff to develop both personally and professionally. As part of this commitment, we will pay for professional fees where membership is a job requirement, ie where it is clearly stated on your role profile.

You will need to speak to your line manager about agreeing this and invoices should be submitted to them as well. In many cases (and within reason), we will also allow staff to have time off to attend courses, for study leave and for exams.

Please see the section on time off (next page) for more details.



Time Off

YOU is committed to encouraging staff to have a good work life balance and we don't subscribe to the notion of a 'long hours culture'.

As an 'Employer of Choice', we have a Time Off Procedure which outlines both statutory and non-statutory time off. Whilst all employees have statutory allowances, **YOU** also recognises that sometimes employees need extra time off above that which they are statutorily entitled to. This might include Compassionate Leave or Study Leave.

YOU also supports family-friendly procedures. The following are reasons that we grant time off, but please see the Time Off Procedure for further details:

- Compassionate leave
- Career Breaks/Unpaid Leave
- Ante-natal care

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- Adoption leave
 - Elected representatives
 - Fertility treatments
 - Jury service
 - Maternity leave
 - Parental leave
 - Paternity leave
 - Public duties
 - Religious festivals
 - Safety representative duties and training
 - Study Leave
 - Time off for dependants
 - Time off to attend medical appointments
 - Trade Union activities
 - Study leave

Flexible Working

Innovative and **Can Do** are two of our five promises and, as part of this commitment, we know that flexible working is one way to get the best out of our staff and to recognise that sometimes people have other commitments to juggle.

Many people at **YOU** work part-time or flexi-time in order to fit in with their family lives. The opportunities for flexible working will depend on the needs of the business and we need to make sure that clients are not adversely affected by any arrangement.

If you are interested in flexible working, however, talk to your line manager about it in the first place. If you would like to apply for flexible working, please see the Time Off Procedure for further details.

Staff Communications + Valuing Staff

We try and communicate with staff in lots of different ways: through newsletters, on SharePoint, in the Chief Exec's blog and Sally's Share, through Team Briefings, team meetings and in emails. However, we also hold staff conferences and managers conferences which communicate and share key strategies and information. We even have a Staff Communication Group if you want to get involved further.

We also like to spend time getting to know our staff at events such as pantomimes, Christmas quizzes and at smaller events such as road shows or service visits. Don't be surprised if you are invited to "Tea for Two" with the Deputy Chief Executive: a great way to find out from you what is happening in your service. We also love to get together at Staff Excellence Awards where staff who have been nominated are recognised for the fantastic work that they do.

Staff Suggestions

We love to hear what you have to say and, if it's a great idea that we can implement, we'll even pay you for it!

YOU has an active suggestion scheme intended to encourage bright ideas from employees, volunteers and clients, for the better or more efficient working of any part of the organisation. Suggestions can be submitted by an individual or a team and, where accepted, awards range between £25 - £100 depending on their level of impact.

If you want to see some of the ideas that have been successful or other suggestions that people have made, please check out "You Said We Did" on SharePoint. You can also submit your form electronically using the form on the front page.

Introduce a Friend

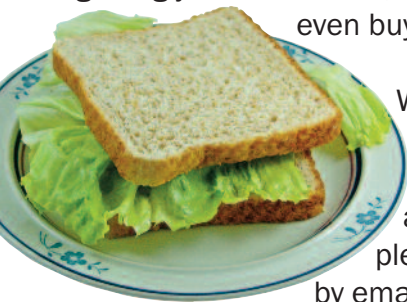
Do you want to earn an extra £100? Recruiting high quality staff to join our organisation is one of our key aims. Our employees and workers are good ambassadors for **YOU** and are in a good place to recommend working for us to suitable friends and acquaintances.

The purpose of the Trust Introduce a Friend Scheme is to reward our staff who successfully introduce people they know to either paid employment within **YOU** or regular sessional work with Premier Crew. If a new member of staff is successfully confirmed in post at **YOU**, or if a Premier Crew worker completes 500 hours, a payment will be made to the member of staff who introduced their friend. The payment of £100 will be made once the friend has successfully completed six months of continuous service/500 hours Premier Crew work. Please see the Introduce a Friend Procedure on Sharepoint for further details.

Other Offers

YOU really believes in doing the best it can for it's staff and, from time to time we manage to negotiate good discounts for staff either as a 'one off' or something more permanent.

Recent examples include a preferential rate for getting your car MOTed, having your hair cut or even buying a sandwich!



We'll try and let you know as and when we're able to arrange any deals for you so please look out for offers by email, in the People & Learning Newsletters or on SharePoint.

Equally, if you know of a good deal or a good idea for the staff here at **YOU**, then let us know ... if we take it up, then not only will everyone benefit but you may even get paid for a successful Staff Suggestion.

Union Recognition

Sometimes, you need a friend at work: someone to help when things go wrong or who can help get a better deal – whether it's pay, conditions, organisational change, pensions or flexible working; someone to help with new skills and training or someone who understands, supports and will stick up for you.

That friend is your trade union: UNISON. UNISON works with YOU to ensure your workplace is happy, fair and safe. UNISON represent staff at individual hearings and in collective negotiations, offering advice and assistance at times of difficulty. When you join UNISON, you are also entitled to deals on holidays, financial & legal services. UNISON Welfare provides support for UNISON members and their dependents in difficult times.

Join today by calling the Portsmouth branch on 023 9283 4657, UNISONdirect on 0845 355 0845 or online at www.unison.org.uk/join/.



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www.lifeyouwant.org.uk

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INVESTOR IN PEOPLE

