

Employee Benefits Rewards and Recognitions



Contents

Message from Ken Webb, Principal and Chief Executive	4	Health and Well-Being Benefits	14
		Health Screenings / Procedures	15
		Health Plan (BHSF)	15
Core Benefits	5	Occupational Health	15
Car Parking	6	Health Checks	15
Occupational	6	Staff Well-Being Events / Initiatives	15
Pension Scheme	6		
Occupational Sick Pay	6	Lifestyle Benefits	16
Remuneration	6	Armed Service	16
Sickness Absence Benefits	7	Volunteer Camp	16
Staff Appraisal	7	Graduation Leave	16
Support for New Staff	7	Public Duties	16
		Recognised Trade Unions	17
Equality Benefits	8		
Flexible / Phased Retirement	9	Continuous Professional Development	18
Adoption Leave	10	Learning Academy	18
		Professional Development Scheme	18
Family Friendly Benefits	10	Management Development Programme	19
Child Care Voucher Scheme	11	Mentoring	19
Expectant Parents	11	Professional Updating	19
Flexible Working Requests	11		
Fostering Leave	11	Rewards and Recognition	20
Special Leave of Absence Scheme	12	SERC Group Scheme	20
Maternity Leave	12	Staff Briefings	20
Maternity Leave period	12	Staff Survey	21
Paternity Leave	12	Certificate of	21
Cycle to Work Scheme	13	Achievement Awards	21
Bike Storage	13		
		College Facilities	22
Eco Travel Benefits	13	Hair, Beauty and	22
Critical Illness Policy	14	Nail Salons	22
Gym Membership	14	SPACE Theatre	22
Health Needs Assessment	14	Sports Facilities	22
		Cafés	22
		For Further Information	23

Message from Ken Webb, Principal and Chief Executive

Dear Colleague

SERC is a dynamic and forward thinking College and we have built our reputation as a trusted and respected part of our local community by delivering an industry focused curriculum. We are renowned as an innovative partner for companies seeking to improve productivity and develop new markets or products and recognise the importance of the College workforce and the contribution it plays in the success of the College's vision.

You may be reading this document as an existing member of staff wanting to know more about the benefits we offer or as a prospective employee considering employment at the College.



Regardless of your role at SERC, the College offers all its employees an undoubtedly rewarding career and acknowledges the incredible value all employees can bring in delivering its Mission Statement and Strategic Objectives. In return, the College offers a wide range of benefits, rewards and recognitions to complement your employment.

The portfolio of benefits, rewards and recognitions include:

- Core Benefits.
- Equality Benefits.
- Family Friendly Benefits.
- Eco Travel Benefits.
- Health & Well Being Benefits.
- Lifestyle Benefits.
- Professional & Personal Development.
- Employee Rewards & Recognition.
- College Facilities.

I hope you take full advantage of the Employee Benefits, Rewards and Recognition Scheme on offer to you.

Ken Webb
Principal and Chief Executive



Core Benefits

South Eastern Regional College's Core Benefits refers to the basic benefits which employees enjoy as part of their contractual entitlement and this includes Annual Leave entitlement, Car Parking arrangements, Occupational Pension Scheme, Occupational Sick Pay, Remuneration and Staff Appraisal. The value of these benefits means that based on the average salary, the total reward package for an employee is approximately £50,000

Annual Leave

Employees on appointment automatically receive the following benefits:

- Generous Annual Leave as follows:

Corporate Staff

Band 1-3

20 day per annum (pro-rata) (28 after 5 years)

Band 4

21 day per annum (pro-rata) (29 after 5 years)

Band 5-6

23 day per annum (pro-rata) (30 after 5 years)

Band 7-9

25 day per annum (pro-rata) (31 after 5 years)

Band 10+

27 day per annum (pro-rata) (33 after 5 years)

Academic Staff

Lecturers

49 day per annum (pro-rata)

Principal Lecturers/Heads of Department

35 days per annum (pro-rata)

Chief Executive & Directors

35 days per annum (pro-rata)

- The above is in addition to the 12 Public Holidays (pro-rata)
- Term time only staff receive a pro-rata of their full-time comparators.
- For Corporate Staff the leave year runs from 01 April to 31 March
- For Academic Staff the leave year runs from 01 September to 31 August
- The College requires staff to reserve leave for compulsory closures during Christmas and July.



Car Parking

SERC has dedicated on site car parks at its campuses in Bangor, Ards, Lisburn, Downpatrick, Ballynahinch and Newcastle.

The car parks are free to staff saving up to £250 per annum.

Occupational Pension Scheme

All employees have access to an Occupational Pension Scheme to which the college contributes 18%. This is equivalent to £6300 based on the average salary.

There are two different Occupational Pension Scheme covering different groups of staff

Corporate Staff

NILGOSC
Templeton House
411 Holywood Road
Belfast
BT4 2LP

T 084 5308 7345
E info@NILGOSC.org.uk
www.nilgosc.org.uk

Academic Staff

Teachers' Pension Scheme
Waterside House
75 Duke Street
Londonderry
BT47 6FP

T 028 9131 9000
E teachers.pensions@education-ni.gov.uk
www.education-ni.gov.uk/contacts/teachers-pensions-team

Find out more about pensions including retirement benefits and additional voluntary contributions by visiting the website of the relevant Occupational Pension Scheme.

Occupational Sick Pay

SERC has generous Occupational Sick Pay Schemes for employees.

The level of sick pay increases with service. Staff with 5 years service are entitled to 6 months full pay and 6 months half pay.

Entitlement to any Sick Pay & Leave is subject to employees following the procedures set out in the relevant policy and supporting documentation which can be found in the Human Resources Intranet:

- Sickness Absence Management Policy.
- Notification of Sickness Absence Procedure.
- Return to Work Procedure

Remuneration

SERC is committed to offering a competitive remuneration and benefits package for all staff.

The College complies with the Northern Ireland Executive Pay Strategy.



Sickness Absence Benefits

SERC offers generous occupational sickness benefits for those employees who are unfortunately unwell.

The benefits include:

- Excellent sickness benefits, increasing with the length of employment.
- Supportive Return to Work Meetings for those returning after sickness absence.
- Supportive Return to Work Plans for those requiring additional support to rehabilitate back to their normal duties.
- Access to Occupational Health provision.
- Access to Health Care Scheme

Staff Appraisal

SERC has agreed Staff Appraisal Schemes covering all employees.

The Staff Appraisal process helps the College measure how its employees perform in their roles and looks to also measure the employee's impact on Learning, Teaching & Assessment as well as ensuring that targets set are achieved to the benefit of the organisation and the employee.

Details of the schemes can be found on the Human Resources Intranet site.



Support for New Staff

SERC recognises that new employees may be overwhelmed by the vibrancy and the speed in which the College operates and for this reason, the College has developed a programme to support new employees in the early stages of their career at the College.

Key elements include:

- Comprehensive first day College wide induction.
- A full Departmental Staff Induction Programme within key outcomes at each stage.
- Support for new teachers via ILT mentor and supportive lesson observations by Learning Academy staff.
- Dedicated Human Resources Business Partner as a point of contact.

Further information can be obtained from the Human Resources Department.

Equality Benefits

SERC embraces and celebrates its diverse workforce and welcomes job applicants from all backgrounds as each employee brings with them a range of skills and experience.

As part of the College's commitment to celebrate diversity, it offers a number of equality benefits including:

- Encouraging creativity and fostering innovation.
- Putting the College at a clear competitive advantage by employing a workforce with a diverse expertise and skills set.
- Understanding the social and cultural needs of the College's students and the wider community.
- Enhancing the College's position to recruit and retain highly skilled staff from an increasingly diverse and competitive labour market.
- Having a greater mix of people with a greater mix of skills, experiences, perspectives and ideas for the College to draw on.
- Enhancing employee morale and motivation.

There are a number of Family Friendly benefits that are considered Equality Benefits:

- Adoption Leave.
- Child Care Voucher Scheme.
- Flexible Working.
- Fostering Leave.
- Leave of Absence Scheme.
- Maternity Leave.
- Paternity Leave.
- Parental Leave.

Flexible / Phased Retirement

Teachers' Pension (Phased Retirement)

Phased Retirement is a flexible provision in the Teachers' Pension Scheme that offers members greater choice about the way they manage the transition from work to retirement.

Further information can be found on the Teachers' Pensions Website at www.education-ni.gov.uk/articles/applying-retirement-benefits

NI Local Government Pension Scheme Details (Flexible Retirement)

Flexible retirement is where an employee reduces either the hours they work or moves to a post from which they receive less pay and receive payment of their pension (in part or full) as well as their salary.

SERC recognises the need to keep a highly skilled and experienced workforce for longer and in doing so accepts its responsibility to support those making a gradual transition to retirement.

Further information can be found on www.nilgosc.org.uk/flexible-retirement-after-31-march-2015



Preparation for Retirement

Employees planning for retirement or phased retirement within the next two years may request attendance at a suitable course for the preparation of retirement. Employees may attend an approved course during working time. The College will also consider inviting a suitable pension / retirement advisory body into the College to support those who require support or guidance about their pension and retirement.

Further information can be obtained from the Head of the Learning Academy.



Family Friendly Benefits

SERC recognises the need for effective policies which play a key part in supporting employees who are looking to start a family, who have a family / dependants or require some appropriate work life balance.

All relevant policies are agreed at the relevant regional negotiating committee or following consultation at the local Joint Consultative Forum (JCF)

Whilst the College must first and foremost ensure its business needs can continue to be met it will consider family friendly policies or approaches wherever possible and fully recognises the positive impact such approaches can have on areas such as:

- Short-term sickness absence.
- Staff turnover.
- Recruiting and attracting high calibre applicants.
- Employee morale and motivation.
- Employee productivity.
- Equality of opportunity.
- Work-life balance.

Adoption Leave

SERC offers to support those who chose to adopt under its Adoption Leave and Adoption Pay Policies as the College recognises that taking Adoption Leave is important to ensuring the smooth transition of an adopted child (ren) into an employee's family unit.

The College's Adoption Pay is generous in comparison to the statutory requirements for those who meet the eligibility criteria.

Further information can be obtained from the Human Resources Department or via the Human Resources Intranet Site.

Child Care Voucher Scheme

Employees with babies, toddlers or school aged children can access Child Care Vouchers through a Salary Sacrifice Scheme operated by Employers For Childcare. EFC provide a flexible and user-friendly service for the purchasing of Child Care Vouchers and these pre-tax salary deductions can help employees make considerable savings on the cost of child care.

Further information can be obtained from the Human Resources Department.

Expectant Parents

SERC offers a generous package for those employees expecting a child, whether they are looking to take Adoption, Maternity or Paternity Leave. The range and value of the benefits are generous but do depend on the length of service with the College.

All Expectant Parents are invited to meet with their Human Resources Business Partner, where Expectant Parents will be advised of:

- Their role, rights and responsibilities at all stages.
- Key and important information on pay, timescales and notice periods.
- Entitlement to any Adoption, Maternity or Paternity Pay.

The College seeks to ensure that every expectant parent has as much information as possible at this very special time.

Further information can be obtained from the Human Resources Department.

Flexible Working Requests

SERC acknowledges that employees do have the right to apply to work flexibly and has a duty to consider any request seriously, with examples including a change in working hours or working flexi-time.

Flexible Working usually means a change to the normal pattern of work in order to achieve a more effective balance between home and work commitments.

Further information can be obtained from the Human Resources Department

Fostering Leave

SERC makes provision for those employees who may wish to embark on Fostering which normally means caring for a child or young person.

Whilst there is no statutory right to time off work for Foster Carers, the College acknowledges that the requirements of Foster Carers are significant in establishing new relations and in developing new routines.

The College already has generous provisions for parents and adopters. Fostering is different from Adoption and hence the College has different arrangements for Foster Carers.

Special Leave of Absence Scheme

SERC has a generous Special Leave of Absence Scheme which allows for time away from work to cover unusual circumstances.

The most important component of a Special Leave of Absence is that the employee's employment continues during the period of absence.

Where the Special Leave of Absence Scheme does not cover a particular circumstance the employee may consider alternative options such as Annual Leave, Time off in Lieu (TOIL) or unpaid time off. Any request is subject to the line managers approval.

Depending on the circumstances, an employee normally continues to receive the same access to other benefits; however, in the event of unpaid leave the employee should take advice on the implications for their Occupational Pension.

Further information can be obtained from the Human Resources Department or via the Human Resources Intranet.

Maternity Leave

SERC considers full Maternity Leave entitlement to be fifty-two weeks during which time the employee is entitled to benefit from the Terms & Conditions of the Contract of Employment that would have applied had the employee not been absent except in relation to the payment of salary.

Maternity Leave period

Employees are encouraged to engage with the "Keep in Touch" days during the Maternity Leave period to enable the employee to attend work without losing the right to Statutory Maternity Pay (SMP) or Contractual Maternity Pay.

Employees should speak to their designated Human Resources Business Partner in the first instance, or further information can be obtained from the Human Resources Department or via the Human Resources Intranet.

Paternity Leave

Employees who are partners of pregnant women or adopters are entitled to access the College's Paternity Leave benefits subject to eligibility and this is in addition to the right to Parental Leave.

Such employees are entitled to up to ten working days time off taken in one block of five or ten days on a pro rata basis.

Paternity Leave can only be taken following the birth of the child or placement of the child for adoption and not before.

Further information can be obtained from the Human Resources Department or via the Human Resources Intranet.



Eco Travel Benefits

SERC College is committed to adopting eco-friendly services and provisions where possible. This includes promoting and supporting employees who chose to travel to work using a green travel option.

Cycle to Work Scheme

The College has a "Cycle to Work" Scheme for those who wish to access a cycle through a Hire Purchase Scheme, for the purpose of travelling to work and further information is available the Human Resources Department or via the Human Resources Intranet.

Bike Storage

The College provides facilities for cyclists to store their bikes at all main campuses which staff can access free of charge.



Health and Well-Being Benefits

SERC believes good employee health and well-being are key drivers for organisational performance and this can be achieved by offering employees a range of health and well-being benefits, which increases motivation and can have an equally positive impact on the productivity and effectiveness of the College.

Responsibility for health and well-being at work belongs to both the College and employees.

The College is the only FE College in NI to provide a healthcare scheme for employees.

Critical Illness Policy

SERC will offer support to any employee suffering from a diagnosed critical illness including terminal illness.

Further information and support is available from the Human Resources Department. In all cases the situation will be handled compassionately, sensitively and confidentially.

Gym Membership

SERC, under the Healthcare Scheme offers employees reduced membership with a range of gym's. In addition, employees can use the gym facilities on site in Bangor, Downpatrick and Lisburn Campuses.

Health Needs Assessment

As part of SERC's commitment to the well-being of its employees, it undertakes Health Needs Assessments to evaluate workplace health issues.

The Health Needs Assessments are undertaken via surveys and focus groups with the outcomes used to inform future initiatives to improve the health and well-being of employees.



Health Screenings / Procedures

From time to time employees may be required to attend appointments for health screening or medical procedures including ante-natal check-up, diabetic checks, hospital / consultant appointments, medical procedures / assessments.

SERC seeks to support requests for paid time to attend these appointments. Further information can be obtained from the Human Resources Department or via the Human Resources Intranet.

Health Plan (BHSF)

SERC offers all employees access to BHSF Healthcare Plan at no cost. The Scheme offers staff refunds for dental and optical costs as well as access to a range of services including physiotherapy, acupuncture and scanning facilities. Employees also have access to 24/7 counselling and G.P. helpline with potential for online webcam consultation.

Further information can be obtained from the Human Resources Department or via the Human Resources Intranet.

Occupational Health

Employees may be referred to Occupational Health for one of the following reasons:

- Pre-employment screening.
- To identify any support strategies for employee with a declared health condition.
- To assess if an employee is fit to be at work.
- To be assessed for Ill Health Retirement.

In addition, employees may self-refer to Occupational Health for advice and support.

Any referrals to Occupational Health are made via the Colleges Human Resources Department.

Health Checks

Employees are offered the opportunity, on an annual basis to attend free health checks on-site. The checks, delivered by the College's Occupational Health Provider cover range of issues including, BMI, Cholesterol, Blood Pressure and Blood Sugar.

Staff Well-Being Events / Initiatives

The College undertakes a range of health and well-being initiatives for employees and includes (not an exhaustive list) Women's Cancer (Wear It Pink), Men's Cancer (Movember), Cold and Flu Awareness, Healthy Heart and Stress Awareness, Cancer Awareness, weight loss challenge, running groups.

Information on Staff Well Being Events / Initiatives will be announced on the Staff Intranet.



Lifestyle Benefits

The College offers a wide range of benefits under the special leave of absence scheme. Examples include:

Armed Service Volunteer Camp

SERC acknowledges that employees who are part of the Territorial / Reservist Armed Services and that they may be required to regularly attend a volunteer camp.

Requests are normally considered where the period of leave does not interfere with College business.

Further information on Leave of Absence Scheme can be obtained from the Human Resources Department or via the Human Resources Intranet.

Graduation Leave

SERC recognises that employees who have recently undertaken a programme of study and subsequently successfully achieved an academic qualification may be invited to attend a graduation ceremony.

Further information on Leave of Absence Scheme can be obtained from the Human Resources Department or via the Human Resources Intranet.

Public Duties

SERC recognises the value that employees who undertake public duties may bring to the College and employees who hold such positions including Magistrates, Councillors, Governors and other public roles may access some paid time off work.

Further information on Leave of Absence Scheme can be obtained from the Human Resources Department or via the Human Resources Intranet.



Recognised Trade Unions

SERC recognises a range of Trade Unions and members of the College Management Team meet regularly with the trade unions under the auspices of the College's Joint Consultative Forum.

The Trade Unions recognised are as follows:

- UCU
- AMiE
- NASUWT
- NIPSA
- Unite
- Unison
- GMB

Employees should contact a Trade Union Representative in the first instance if they wish to join a recognised Trade Union or alternatively, employees can visit the relevant Trade Union website.

Further information on the trade unions is available at the following link.

<https://serc2.sharepoint.com/sites/na/tu/>



Continuous Professional Development

SERC is committed to supporting the development of all staff and offers a range of opportunities through its Learning Academy.

Learning Academy

SERC offers a range of development opportunities throughout the year and some of this training will be mandatory and other training is optional.

There is a wide variety of activities and training available to all staff delivered by both guest speakers and staff experts in their field. Attendance at these events allow employees to accrue Continuous Professional Development (CPD) hours.



Professional Development Scheme

The College has also established a fund to support, on a priority basis, those staff who are seeking to enhance their professional qualifications in relation to their employment with the College.

All contracted staff are able to apply for financial assistance for long-term courses leading to a formal qualification through the Professional Development Scheme. These include Degree level courses, Subject Specialism Level 5 Management Development, Assessment and Verification Awards and all other professional level programmes.

All supported qualifications must meet the business needs of the College and when presenting dissertations / extended study assignments staff should consult with Line Managers regarding such topics.

All staff are invited to put bids forward between April and June with the support of their Line Manager to the Learning Academy for any program to commence in the following academic year.

Management Development Programme

SERC's Management Development Programme (MDP) – Bridging the Gap, is for all College managers and aspiring managers and includes units on strategic overview, funding and finance, managing people as well as a project.

Employees should discuss the Management Development Programme with their Line Managers as part of their Staff Appraisal.

Employees who wish to attend the Management Development Programme should register their interest with the Learning Academy once it has been agreed with the Line Manager

Mentoring

SERC embraces a mentoring ethos to improving the quality of teaching and learning and offers a wide range of mentoring opportunities including Project Based Learning, Moodle, quality assurance and Information and Learning Technologies (ILT).

Further information can be found on the Learning Academy Team site.



Professional Updating

The College provides opportunities for Professional Updating and recognises it is an excellent opportunity for staff to return to their professional / vocational industry to update their experience and skills.

Professional Updating allows employees to enhance vocational teaching and learning.

Other employees may choose to undertake research or work shadow pertinent to organisational need.

Applications for Professional Updating should be forwarded to the Learning Academy via Line Manager.

Rewards and Recognition

SERC understands the importance to attract, recruit and retain high calibre and professional employees and it also acknowledges that recognition and rewards can be very meaningful to employees and lead to motivating and improving employee performance.

SERC Group Scheme

SERC Group Scheme provides employees with hundreds of discounts and savings on a wide range of day to day items, these include high savings products in the financial, insurance, tax, legal, travel and retail areas. Further information is available on Human Resources Intranet.

Staff Briefings

The College Management Team holds regular Staff briefings so that all employees can be briefed on a range of issues that are pertinent to staff, students and the wider community.

Typical matters can include the College's strategic position, financial update, information on enrolment and student numbers, Teaching & Learning developments, staffing matters, training plans and to also communicate any other developments.

Announcements and further information about forthcoming Staff Briefings can be found on the Staff Intranet.



Staff Survey

SERC undertakes an annual Staff Survey to capture the opinions and feedback from staff.

The College recognises the importance that Staff Surveys bring including:

- Recognition of the College's strengths and areas for improvement in key areas such as understanding strategic priorities, overall employee satisfaction, local line management effectiveness and performance management.
- Opportunity to improve performance by offering useful feedback on areas for improvement.
- Monitor trends over time to determine if improvement implementations are affecting desired areas for change.
- Anonymising the survey to ensure an honest and insightful feedback about topics employees might not be comfortable bringing to managers in person.



Certificate of Achievement Awards

SERC's Certificate of Achievement Award is a key part of the Rewards & Recognition Scheme which aims to recognise any individual who has demonstrated exceptional or outstanding performance, quality, service, innovation, contribution or commitment.

An award can be nominated confidentially by staff, students or external visitors to a bespoke email address (staffdevelopment@serc.ac.uk).

This can be done at any time during the academic year to recognise and celebrate those who have gone the extra mile.

The nominated employee will receive a certificate and a brief anonymised quote on why they have received the award which will be presented by the Principal and Chief Executive .



College Facilities

For Further Information

The College has a number of facilities open to all staff.

Hair, Beauty and Nail Salons

SERC has a number of state of the art and professionally equipped salons that provide a perfect environment for our students to learn the skills and techniques required in the modern beauty industry. The salons are open to the public, including all employees, and provide a full range of ladies and gents hair and beauty treatments in relaxed surroundings at competitive prices can be enjoyed.



SPACE Theatre

The SPACE Theatre is a state-of-the-art theatre that provides a wonderful learning environment for the College's Performing Arts students with regular productions throughout the year, including a Christmas Panto, which employees can enjoy.

The Theatre is also available for hire and has been used by theatre companies for productions and by community groups for events such as lectures and awards ceremonies.

For further information and ticket sales on forthcoming productions announcements can be found on the Staff Intranet.

Sports Facilities

SERC has a range of facilities including fitness suites and sports halls at its main campuses in Bangor Lisburn and Downpatrick.

Cafés

SERC has a number of cafés across its campuses where employees can relax in a cool environment with a great atmosphere, good quality food and service competitive prices.

For further information please contact Human Resources Department.

If you have any questions, please do not hesitate to contact

Paul Smyth, Chief Human Resources Officer on

T 028 9127 6649

E psmyth@serc.ac.uk

E HR@serc.ac.uk

All employee benefits, rewards and recognition initiatives were correct at the time of print (May 2017) however they may be subject to change.

