

Employee Benefits

The College offers a wide range of generous staff benefits, to demonstrate the College's commitment to its employees.

Family Friendly Benefits:

- ◆ *Flexible Working Practices*
The College understands and supports the need for flexible working. Requests should be made in writing and given to your line manager in the first instance. Consideration is given to requests against the business needs of the College. The Flexible Working policy can be found on Blackboard.
- ◆ *Childcare Vouchers*
A childcare voucher scheme is available in the College. Further details can be obtained from Personnel.
- ◆ *Nursery Placements*
The College has a long association with Squirrels day nursery in Whitton. The nursery currently offers £1 discount on the daily rate and also priority to employees of the College. For further details please contact the nursery directly on 020 8898 3645.
- ◆ *Special Leave*
The College has a Special Leave policy which allows employees to take some paid time off for certain special circumstances (maximum entitlements apply). These days are at the discretion of the line manager, within the terms of the policy. Forms are available on Blackboard.

Health & Well Being Benefits:

- ◆ *Eye care Vouchers*
Employees who regularly use a VDU are entitled to receive an eye care voucher which allows the employee to receive a free sight test from participating opticians. For further details please see Estates prior to making your opticians appointment.
- ◆ *Staff Gym Facilities*
The College has a fitness suite available for all employees, there is a ladies only evening, as well as badminton, table tennis and basketball sessions. Further information is available from Kevin Key on ext 223.

Travel & Journeying Benefits:

- ◆ *Season Ticket Loan*
The College offers a facility to allow employees to request an interest free advance on their salary for the purchase of an annual rail ticket season loan, repayable over ten months. Further details can be found on Blackboard.
- ◆ *Car Parking*
The College has limited staff parking areas at the front and to the rear of the College, to park in one of these bays a parking permit must be obtained from Estates. Staff are also able to park in the student car park or in Harlequins.
- ◆ *Cycle to Work Scheme*
From the 1st October 2008 the College will have a facility to allow employees to purchase bicycles and equipment through a salary sacrifice scheme, further details will be available soon.

Training & Development:

- ◆ Employees are entitled and encouraged to further their own development. The Training Department is happy to fully or partially fund courses for CPD, the maximum reimbursement limits are reviewed each year. There are a number of adult courses available to staff, please see the Training Department for further information.

Holiday Allowance:

- ◆ The College has a generous holiday allowance for all staff, which is considerably more than the statutory minimum. Further details can be found on your contract of employment.

Pension:

- ◆ As an employer the College contributes money each month, for all employees who are members of either the Local Government Pension Scheme or the Teachers Pension Scheme. The contribution rates are normally reviewed each year, but are significantly more than the individual contribution rates.

Staff Counselling Service:

- ◆ The College & University Support Network provides counselling and support for staff and their families regardless of age, length of service or union affiliations. Please contact them free on 08000 32 99 52, or visit their website www.cusn.info

Library Facilities:

- ◆ The College has a large library and video library which all staff are entitled to join. The library has a large fiction section. Please go to the library to become a member.

Training Restaurant:

- ◆ The College has a number of students training to become chefs. As a result there is a training restaurant available for staff to use and try the meals prepared by the students at reasonable prices.

Discount Schemes:

- ◆ College staff are entitled to a number of discounts to local attractions, short breaks, motoring breakdown service and many more items. Please see Blackboard for website and password details.

Government Incentives:

- ◆ *Golden Hellos*
These are available to all teachers who have completed their first year of teaching, are in their second year and contracted for a further term or more. They provide a one-off payment to teachers in shortage subject areas. Please see www.teachernet.gov.uk for further details.
- ◆ *Key Worker Housing*
Teachers working within London may be able to apply for an interest-free equity loan under the Key Worker Living Scheme towards the costs of buying a home. Please see www.housingcorp.gov.uk for further details.