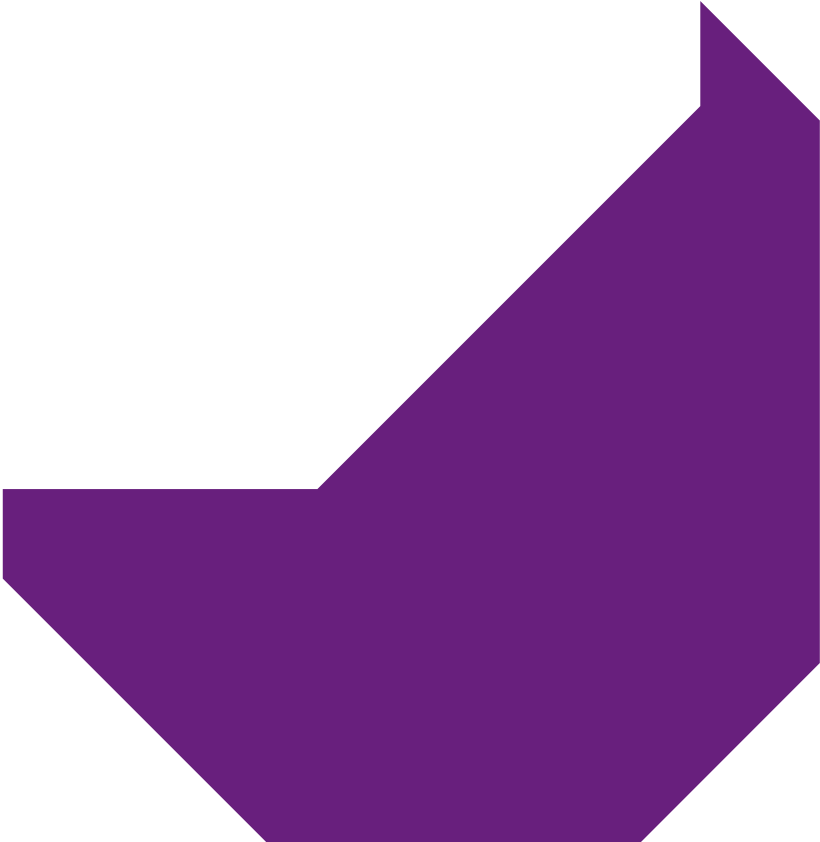


GUIDE TO STAFF BENEFITS





Core Benefits

Pension

SLC offers superannuation pension schemes and all members of staff are eligible to join the appropriate scheme for their category of staff and are encouraged to do so. In many cases staff will be automatically enrolled in to the appropriate scheme.

Lecturing Staff may join the SPPA (Teachers) scheme, which is operated in all Further Education Colleges. Employee contribution rate is dependent on their actual pensionable pay. The College contributes a further sum. The College’s contribution currently amounts to 23%.

The Scheme for support staff is administered by the Strathclyde Pension Fund. Employee contribution rate is dependent on their actual pensionable pay. South Lanarkshire College contribute 19.3%.

Any staff who wish to query the rate at which their contribution rate has been set should contact Gary McIntosh, Head of Human Resources, who will be happy to assist.

Life Cover

Staff who are members of the appropriate superannuation scheme detailed above, subject to scheme rules are eligible to participate in the group life assurance scheme from their first day of employment. The benefit level of the Life cover is 3 x assumed pensionable salary.

In addition, SLC provide life assurance to **all** staff at 1 x times salary regardless of whether they are members of the pension scheme.

Sick Pay

SLC offers enhanced occupational sick pay to all employees. Your sick pay entitlement is calculated over a rolling 12 month period. The amount of sick pay you receive depends on length of service.

Service	Full Pay	Half Pay
0-1 year	1 month	1 month
1 – 2 years	2 months	2 months
2 – 3 years	4 months	4 months
3 - 5 years	5 months	5 months
Exceeding 5 years	6 months	6 months



Holiday

The tables below demonstrate the South Lanarkshire College holiday entitlement for full time permanent employees based on length of service (holiday entitlement is pro rata'd for permanent part time employees).

Support Staff

Due to national negotiations South Lanarkshire College support staff are entitled to a unitary and inclusive minimum entitlement of 45 days. The total package of annual leave entitlement is made of a balance of fixed and flexible days. Therefore the table below is only applied where the balance of fixed and flexible days for an employee is over 45 days. This will depend on the number of fixed days in the leave year and the employee's number of completed years of service as explained below.

Holiday year runs from 1 st Sept to 31 st Aug	All Permanent Full Time Support Staff
0 – 2 years	*27 days
2 – 3 years	28 days
3 – 4 years	29 days
4 – 5 years	30 days
5 – 6 years	31 days
6 –7 years	32 days
7 years+	33 days

*Pro rata dependent on start date with the College. Annual holiday entitlement increases after 1 full year of employment commencing from September in any year. For any employee starting after 30th September in any year their entitlement will not increase until the following full year of service e.g. If you start on 1st September 2018 holiday entitlement will increase to 28 days on 1st September 2019. If you start on 1st October 2018 onwards your holiday entitlement will increase to 28 days on 1st September 2020.

In addition you are also entitled to any fixed holidays as they fall when the College is closed.

Lecturing Staff

Holiday year runs from 1 st Sept to 31 st Aug	All Permanent Lecturing Staff
Lecturers	62 days
Existing Curriculum Managers	60 days
New Curriculum Managers with effect from November 2018	55 days

Leave shall accrue from 1st September or from the date of the month of commencing employment with the College.

Pay

SLC salaries are based on a scale. For lecturing staff this is a 5 point scale and for support staff this is a 38 point scale which encompasses the variety of roles within support.



Family Friendly

The College is committed to Equality and Diversity and the purpose of the Family Friendly benefits is to provide an opportunity for our staff to continue to develop their career alongside their family responsibilities.

Maternity

We provide enhanced occupational maternity pay to staff who meet the qualifying service as detailed below:

Lecturing Staff:

- 13 weeks at normal salary, inclusive of Statutory Maternity Pay (SMP)
- 13 weeks at SMP only

Support Staff:

- First 6 weeks at 90% normal weekly earnings (inclusive of SMP)
- Next 12 weeks at 50% of normal weekly earnings, PLUS SMP
- Remaining 8 weeks at SMP only

You are entitled to a further period of 26 weeks Additional Maternity Leave and SMP will be paid for the first 13 weeks.

Both Lecturing and Support staff systems work out at much the same figure, however, Human Resources staff will review your calculation to ensure that you are not in any way disadvantaged.

Maternity Support Leave (Paternity)

The College also provides 5 days paid leave to staff who are the carer of the child's mother. This leave can be taken as a block, as individual days or as half days and is pro-rated to hours worked.

Parental

The enhanced parental leave aims to assist staff to achieve a reasonable balance between their home and working lives.

Staff may be entitled to a total maximum of 65 working days leave for each child (pro-rated for part-time staff). A total of **15 working days**, of the 65 days entitlement, will be **paid**, this will be restricted to a maximum of 5 days per employee per annum. A total of 50 days will be unpaid and this will be restricted to a maximum of 15 days per employee per annum. Therefore, a maximum of 20 days parental leave may be taken in any year. The parental leave year runs from 1st September to 31st August.



Adoption

In addition to statutory adoption pay, SLC will provide enhanced levels of payment to staff as follows:

Age of Child at Date of Placement	Qualifying service at date of placement	Leave and Pay Entitlement (All leave entitlements pro-rata)
Less than 5 years of age	Less than 26 weeks continuous service	Up to 18 weeks leave of absence. Two days paid leave and remaining time unpaid.
	26 Weeks service or more but less than 1 year	Up to 52 weeks leave of absence. One week paid leave, 38 weeks at statutory adoption pay and the remaining time unpaid.
	service of 1 year or more	Up to 52 weeks leave of absence. Eight weeks paid leave, 31 weeks at statutory adoption pay and the remaining time unpaid.
5 years of age but less than 12 years of age	Less than 26 weeks continuous service	Up to four weeks leave of absence. Two days paid leave and the remaining time unpaid.
	26 weeks service or more but less than 1 year	Up to 52 weeks leave of absence. One week paid leave, 38 weeks at statutory adoption pay and the remaining time unpaid.
	service of 1 year or more	Up to 52 weeks leave of absence. Two weeks paid leave, 37 weeks at statutory adoption pay and the remaining time unpaid.
Over 12 years of age	Less than 26 weeks continuous service	Up to three weeks leave of absence. Two days paid leave and the remaining time unpaid.
	26 weeks service or more but less than 1 year	Up to 52 weeks leave of absence. One week paid, 38 weeks at statutory adoption pay and the remaining time unpaid.
	service of 1 year or more	Up to 52 weeks leave of absence. Two weeks paid leave, 37 weeks at statutory adoption pay and the remaining time unpaid.

Payments of salary for paid leave elements of the adoption leave entitlements as detailed above will be at 75% of normal salary, which includes statutory adoption pay, unless statutory adoption pay is greater than the normal weekly wage, in which case statutory adoption pay is payable.



Staff Savings

Childcare Vouchers

The College has a childcare voucher scheme which allows staff to purchase childcare vouchers through a salary sacrifice scheme with Computershare. Childcare Vouchers are exempt from tax and National Insurance contributions and therefore represent a saving for most employees. The scheme is closed to new entrants. Please contact Human Resources on extension 7654 for further information.

Cyclescheme Vouchers

The College also participates in the Government's cycle to work initiative which allows staff to purchase a bike and safety accessories through a salary sacrifice scheme. Cyclescheme vouchers are exempt from tax and National Insurance contributions and therefore represent a saving for most employees. Contact Human Resources on extension 7654 for further information.

Holiday Discounts

Barrhead Travel offers South Lanarkshire College employees holiday discounts. Staff can save a guaranteed 5% on ABTA tour operators' holidays, and up to 10% off their own-brand holidays, with up to 14 days free standard European insurance. In addition staff can have access to unique special offers and exclusive travel deals before they are launched to the public. For more information have a look at the dedicated website, www.staff-travel.co.uk or contact Barrhead Travel on 0871 226 1056.

Salon & Spa at SLC

Enjoy being pampered by our Beauty Therapy and Hairdressing students. Anyone is welcome to book in for an appointment and a 10% discount is available to all staff. To make an appointment and for information, email: hairandbeauty@slc.ac.uk or call ext.7465. A menu and price list is available from the Hair & Beauty reception on the 2nd floor.

Training Restaurant 'The Study'

Our fantastic training restaurant called 'The Study' is open to the public and staff, serving lunch from Monday to Friday during term time from 12 noon. The restaurant is really popular so it's best to book in advance: email trainingrestaurant@slc.ac.uk or call Ext 7470.

Bistro

The Cafe Bistro, which is run by students studying Hospitality and Professional Cookery, is located on the third floor and is open to staff and students most days during term time between 10 -11 am, 12-1 pm (lunch service) and 2 – 3 pm.

With low prices, the food is delicious and made from fresh quality produce. The information screen gives details of lunchtime opening and menus.

Why not pop in and enjoy some delicious home baking?

The Cafe Bistro is proud to have achieved the Healthy Living Award for offering healthy alternatives to customers in line with Government guidelines on obesity, diabetes and cancer.

Gym Membership

Discounted rates on gym membership for SLC staff. Contact HR for more information.

Zone Card Loan

SLC offers an interest and tax free annual zone card loan to help you buy tickets for travel to and from work. Please contact Human Resources on extension 7654 for more information.

First Bus Commuter Travel Club

SLC staff can join First Bus Commuter Travel Club which offers savings on monthly bus tickets to travel to and from work. Please contact Human Resources for more information.

Scotwest Credit Union

The College is an Employer Partner of Scotwest Credit Union which allows our staff join and save directly from their salary every month. Further information can be obtained directly from Scotwest on 0141 227 2390.

Hewlett Packard (HP) Employee Purchase Programme

South Lanarkshire College is a Corporate Member of the HP Employee Purchase Programme. This means that any member of staff can receive a discount of *up to* 25% on HP products. To access the HP online store and make a purchase go to www.hp.com/uk/hpepp . Enter your college email address and click the login button. Contact Kenneth Fyfe, the EPP Account Manager at kenneth.fyfe@hp.com or on 0141 342 6334 for further information.

Staff Uniforms

Administrative support staff, technicians, cleaning and janitorial staff and staff working in practical situations are provided with a uniform and/or Personal Protective Clothing by the College. Administrative Support Staff are provided with an annual monetary allowance for use with our Uniform providers. PPE and other staff uniforms are provided by the College as required.



Health & Wellbeing

Employee Assistance Programme

Our Employee Assistance Programme is a completely free, confidential and impartial service to provide information and support on a variety of matters. You may refer yourself confidentially, or seek a referral via Human Resources. The Counselling Service is operated by **PAM Assist** and can be contacted by telephone on 0800 882 4102.

Occupational Health

South Lanarkshire College offers an occupational health service to all employees to support their health and wellbeing for work. This service is independent and confidential and gives specialist advice to HR in cases where an employees' medical condition may affect their role.

Opticians

All eye tests including those specifically for V.D.U. operators are now free of charge at your opticians. However, if your optician recommends that you require glasses specifically for using with a V.D.U., then SLC will contribute up to £80.00 every three years. Contact Human Resources for more information.

Flu Vaccinations

The College provides free flu vaccinations to all staff each year.

Chiropodist

The College offers 30 minute appointments with a visiting Chiropodist during working hours at a discounted cost to staff. Contact Human Resources for more information.

Mindfulness

We offer weekly Mindfulness classes that are bookable through the Advice Centre.



SLC Fitness timetable

Day	Class	Description	Time	Location
Tuesday	Circuits	Personal trainer led circuits, book places through HR	4.35pm - 5.30pm	TBA
Thursday	Yoga	Join SLC lecturer and yoga teacher, Sandy Graham to enhance your yoga practice focusing on strength, flexibility and breathing to boost physical and mental wellbeing.	6.00pm - 7.00pm	Teams (SLC_Wellbeing_Activities)

Turbo Trainers

Turbo trainers are a static resistance platform; you attach the rear wheel of your bike to the unit and then you are able to replicate the resistance and feel of riding outdoors, but from the comfort of your home or garage or college. A turbo session will basically follow a set training video at your own pace, this will usually be between 40 minutes to 1 hour duration. Turbo trainers can be booked through turbo.trainers@slc.ac.uk

Continuous Professional Development (CPD)

SLC is committed to continual improvement and providing staff with opportunities to develop.

All staff are encouraged and expected to undergo regular training and staff development. The College sets aside four days each year specifically dedicated to staff training.

Staff are also expected to maintain records of their continuing professional development, in line with the CPD Log system administered in Human Resources.

There is also an annual All Staff Conference, which all staff attend. This event is a key part of the ongoing development of all College staff, as well as providing useful networking opportunities.