



HARTPURY

Staff Benefits

Annual Leave

35 days for academic and Executive staff. Support staff holidays are shown in the table below. This entitlement is exclusive of Bank Holidays.

Support Staff	25 days 26 days after 5 years' service 27 days after 6 years' service 28 days after 7 years' service 29 days after 8 years' service 30 days after 9 years' service
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Pension Scheme

The College offers membership of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

Maternity and Paternity

Employees can expect to receive at least statutory maternity, paternity and parental leave rights.

Flexible Working

Employees can request flexible working to help balance their work and personal life.

Childcare Vouchers

The College operates a Child Care Voucher Scheme through salary sacrifice. For further information, please refer to the website below or contact a member of the HR team. www.childcarevouchers.co.uk

Health and Wellbeing

An Employee Assistance Programme (EAP) is available for all employees and their families. EAPs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing. The telephone services are accessed via the freephone number **0800 030 5182**.

The EAP offers cover for the employee and their immediate family members who reside at the same address, including children in full-time education. The service provides access to:

- Stress helpline
- Structured telephone counselling
- Tax advice
- Legal advice (*the EAP will not provide employment law advice*)
- Eldercare
- Childcare
- Medical information

As part of your Health Assured EAP you have access to a range of engaging and useful online tools. These include:

- Emotional support
- Fitness advice (including video demonstrations)

- Personal coaching tool
- Health assessment
- Medical information

These are all accessible via the Health Assured website www.healthassuredeap.co.uk. Once you have entered the site you will be prompted for the below login details:

Username: Hartpury
Password: College

The College also provides support through an Occupational Health Unit.

Voluntary Health Care Cash Plan

A voluntary Health Care Cash Plan is available for staff via Westfield Health. The health cash plan helps staff to budget for everyday health costs by paying a set monthly amount into the scheme. Staff can then claim money back, up to a set limit, towards the cost of their essential healthcare. For further information, please contact a member of the HR team.

Eye Tests

Regular Display Screen Equipment users are eligible to claim for ONE free eye examination each year.

Employees are required to make their own appointments with their optician and then claim back the examination fee, up to a maximum of £25.00, from the College.

The College will pay £50 towards the cost of the lenses, only where the optician recommends that spectacles are needed specifically for computer work.

Long Service Awards

Staff are awarded with a certificate and vouchers when they have achieved 10 years, 15 years and 20 years' service with the College.

Suggestion Scheme

Suggestions are welcomed from staff as to how we might improve the campus, our courses, our facilities and Hartpury as a whole. If your suggestion is chosen you will receive a monetary reward.

Employee of the Month Scheme

Normally nominated by the line manager, the employee of the month is awarded to a member of staff who has demonstrated outstanding commitment and gone above and beyond the remit of his/her job role. The employee receives a certificate and a monetary reward at the Principal's Briefing.

Sport and Recreational Facilities

Members of staff may use the gym facilities free of charge and may also use the tennis courts and golf range free of charge.

Equine Facilities

Riding lessons are available at a reduced rate for staff. For further information please contact the Equine Office.

Conference Facilities

Staff can book Hartpury House conference rooms for a wedding, party or special event. Often the facilities can be booked free of charge or at a discounted rate. For further information contact conferencing@hartpury.ac.uk.

Discounts

Staff are able to receive 5% discount at the Gloucester and Ledbury Countrywide stores on production of their staff ID card.

Staff are able to receive 20% discount off the bill up to the value of £20 at Nandos at the Gloucester Quays on production of their staff ID card. This offer is valid anytime Monday to Friday only and is available until the 16th December 2016.

Staff can receive discounted Gloucester rugby tickets on production of their staff ID card.

NUS Extra Discount Card

As associate members of Hartpury Students' Union, Hartpury Staff are able to purchase the NUS Extra discount card. The card is £12 for 12 months and gives discounts at nearly 200 organisations on line and on the high street, including cinemas, restaurants, Spotify, the Co-op, Amazon and many clothing companies. Upgrading to the ISIC offer discounts worldwide.

To purchase the card, you can log on to www.nus.org.uk/extra and complete the form, selecting 'Hartpury Students' Union' as the union and choosing 'other' for the level and programme of study options.

Liftshare Scheme

Car sharing is an integral part of Hartpury College's Travel Plan. Car sharing is when two or more people share their journey and travel together. It allows people to benefit from the convenience of the car whilst saving money by reducing mileage and petrol costs, alleviating parking problems, congestion and pollution. Further information about the Car Share Scheme can be found at <http://portal/collaborate/transport/SitePages/carshare.aspx>

Library Use

Staff can use their Hartpury College ID cards to access the resources at the LRC.

Short Courses

Staff receive a 30% discount for most short courses that are available at the College.

Staff Forum

The Staff Forum provides staff with an opportunity to share ideas and put forward suggestions about the College. If you would like to become a member of the Staff Forum or you would like to share your ideas, please email staffforum@hartpury.ac.uk.