



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
---------------	---

Pension Scheme

Hartpury 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.

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 Hartpury. Hartpury 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 Hartpury.

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.

Staff Forum

The Staff Forum provides staff with an opportunity to share ideas and put forward suggestions about Hartpury. 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.

Financial Planning Surgeries

The purpose of the 'surgery' days is to allow you to get high quality advice on any financial issues including: savings, investments, family and mortgage protection, pension planning, mortgages, inheritance tax and later life planning for you or your families.

Health and Wellbeing

Workplace health and wellbeing relates to all aspects of your working life, from the quality and safety of your physical environment to how you feel about work.

We recognise that health and wellbeing is really important in ensuring you reach your full potential. To help you stay healthy and happy at work, we offer a range of wellbeing and support services including Occupational Health, counselling and the employee assistance programme.

We provide Wellbeing days as part of our Mental Health and Resilience strategy. We have also signed up to the Time to Change Pledge.

Employee Assistance Scheme

Hartpury has partnered with Health Assured to provide an advice line and telephone counselling to all staff. These services, which are free to staff, are designed to address important issues like health and stress.



We don't know when you might need us. That's why we're here 24 hours a day.

Health Assured

A confidential support service for employees and their immediate family members

About Your Employee Assistance Programme

Sometimes it can be difficult to balance the pressures of work with the needs of home life. Your employer recognises help is sometimes needed to deal with the challenges you may face in life, both practical and emotional. Health Assured provides confidential support services which are available to you and the immediate family who live with you.

Please make that call, rather than allowing your concerns to grow - you can speak with the same counsellor more than once

What can I use this service for?

- Family Issues
- Family Matters
- Drugs & Alcohol
- Gambling
- Financial
- Relationships
- Domestic Abuse
- Insurance Claims
- Consumer Issues
- Debt
- Legal
- Stress
- Childcare
- Work
- Housing

Counselling Services

We have qualified and experienced counsellors who will offer help and support in a professional, friendly and non-judgmental manner. A range of additional support is available as part of your EAP, the service can be accessed simply and quickly and it is completely confidential to you. To find out more contact us through the details below.

On-line Health Portal @ www.healthassuredeap.co.uk

This service provides instant and unlimited access to emotional support video content, engaging fitness videos and over 200 easy to read and understand medical factsheets. It also includes the personal coaching and health assessment areas, which allows employees to enter their personal details and produce clear reports and advice.

FREE 24 HOUR 0800 030 5182
www.healthassuredeap.co.uk

Health Assured

Registered Office: The Peninsula, 2 Chesham Hill Road, Manchester, M14 4PB
Registered in England. No 6314620

Hartpury also provides support through an Occupational Health Unit.

Sodexo Benefits

Hartpury Benefits gives you access to a great range of discounts on a variety of retailers, services and everyday spending without having to change your shopping habits.



DISCOUNTS AND SAVINGS THAT MAKE A DIFFERENCE TO YOU

- **eVouchers**
Instant savings up to 20%
- **Reloadable Cards**
Top up and make savings up to 20%
- **Vouchers**
Save up to 15%
- **Cinema**
Save up to 40%
- **Holidays**
Save up to 10% with Getaway
- **Spree Cashback Card**
Enjoy up to 15% cashback

PLUS, thousands more savings to be made at restaurants, hotels, and much, much more!

All these discounts can be accessed via your discount platform.

PLEASE TAKE A LOOK AT THE NEXT PAGE FOR MORE HELPFUL INFORMATION ABOUT THE PROGRAMME...

Want to find out more?
Visit: www.hartpurybenefits.com
Call: 01908 303531



TOTUM (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.

Rugby Discounts

There are monthly discount codes for the [Gloucester Rugby Store](#) that gives 15% off, and staff can also get Gloucester Rugby tickets at a discounted price.

Staff can also receive 10% off full priced items at [Gloucester Sports](#) and Hartpury Staff get free entry to Hartpury RFC's home Championship games.

All the above should be available on production of the Staff ID card and subject to specific terms and conditions.

Facilities

- | | |
|----------------------|---|
| Sport and Recreation | 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 | Riding lessons are available at a reduced rate for staff. For further information please contact the Equine Office. |
| Conference | 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 . |
| Library | Staff can use their Hartpury ID cards to access the resources at the LRC. |
| Sports Injury Clinic | Hartpury now boasts its own private physiotherapy clinic and we offer significantly reduced rates for staff and students for both assessments and treatments. |

