

# Manager Benefits Terms and Conditions

## Hours of Work

Basic full time hours of work are 37.5 hours per week. In some service you will be required to work a flexible rota.

## Pay

Your pay will be as determined on your job profile. Our pay scales are reviewed each year and any increase to cover inflation will take effect from 1st April. Your rate of pay will reflect your experience, qualifications and ability to do the job.

Pay day is usually the last working day of each month, and is paid directly into your bank account.

In addition to annual cost of living increases, we also operate an annual performance review, which if your performance is considered satisfactory means your salary will progress within the pay scale set for your post. Any change would normally take effect in April each year.

## Pension

The pension scheme is open to all contracted Friendship employees. We are members of the contributory Social Housing Pension Scheme and you will be able to join the Career Average Earnings Scheme (CARE). Employee contributions are 4.1% up to 29 years of age; 5.1% up to 39 years of age old and 6.1% from 40 years of age plus. Employer contributions are 12.9%.

## Insurance

Our staff can contribute towards low cost health insurance through the Birmingham Hospital Saturday Fund.

## Holiday Entitlement

The holiday year runs from 1st January – 31st December. Operational/Corporate Managers' holiday entitlement is 27 days and Heads of Service are entitled to 28 days per leave year. Part time managers will receive holidays in proportion to the number of hours worked, e.g. half time manager posts (18.75 hours a week) receive 13.5 days (101.25 hours).

Holiday entitlement will be in proportion to when you start during the year. For example, if you start work in April, you will receive 9 months entitlement for your first year, which is 20.25 days for full time managers. In addition to this, you will also receive 8 Bank and Public holidays each year, plus an additional 4 concessionary days.

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## Probation Period

All our new employees are required to serve a 6 month probation period, effective from your first day of work with us. This helps to assess whether you are right for the job, and the job is right for you.

## Notice Period

During your probation period you are entitled to give and receive one week's notice.

On successful completion of your probation period, and for reasons other than gross misconduct you will be entitled to give and receive 3 months notice or as determined in your contract of employment.

## Family Friendly Policies

We understand that many of you may have caring responsibilities for others in your life, and we recognise that sometimes you may need to take time off work to provide this care. Because of this we offer a variety of options available to all of our staff, including:

**Maternity leave and pay** (where eligible) - Maternity leave can be up to 52 weeks in total, of which some of the weeks may include maternity pay. Mothers-to-be can also take reasonable time off for antenatal appointments to help prepare for their new child.

**Paternity leave and pay** (where eligible) – Paternity leave of up to 2 weeks may be available to the partners of expectant mothers.

**Adoption leave and pay** (where eligible) – Adoption leave of up to 52 weeks may be available to both the main adopter or their partner.

**Parental leave** – once you have worked with us for a year you may be eligible to apply to take up to 13 weeks (a maximum of 4 weeks per year), unpaid time off work in a year, for each child under the age of 5 (or 18 if your child is disabled).

**Compassionate leave** – paid and/or unpaid time off may be available at the discretion of your manager in times of emergency, or in the event of bereavement.

**Busy Bees Childcare Vouchers** – Friendship has formed a partnership with Busy Bees to enable all employees who have children under the age of 16 and using registered child-care provisions, to take advantage of the Government's Tax Free Childcare Vouchers Scheme. The salary sacrifice scheme offers employees the opportunity to replace their salary by up to £55 per week with childcare vouchers, which are exempt from Tax and National Insurance (certain conditions may apply).

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## Training and Development

We have excellent training programmes to help you develop your abilities and do your job as well as possible, and we will offer you all the support you need to succeed. You will receive a full induction to the Association and the type of work you'll be undertaking during the first days, weeks and months with us. We have partnerships with local colleges and many of our training programmes lead to recognised qualifications. As well as job specific training, there will also be the option to undertake other types of training including computer skills, First Aid and Manual Handling, and Business Support development. There may also be the opportunity to request support in undertaking external management training if you consider this applicable to your development.

## Personal Development Plan+

We offer potential funding available for 50% (subject to a maximum of £500) of costs associated with individual training/development activities which are not covered by our training plans after satisfactory completion of probationary period. Programmes must be relevant to the individual's job.

## Travelwise Scheme

We have formed a partnership with West Midlands Travel to enter into the Travelwise Scheme. We buy an annual travel card for bus, train or metro on your behalf, passing on their discount. You pay us back by twelve equal monthly instalments, deducted directly from your salary. In effect, you are receiving an interest free loan. Owning an annual travel card carries many advantages such as:

- savings on daily fares or monthly passes;
- Friendship bulk discount passed on to you;
- fare increases not implemented until renewal;
- no more queuing for tickets;
- no more finding change for the bus;
- no more forgetting to renew your pass;
- use your pass for leisure travel as well as work;
- you will be doing your bit for the environment.

To be eligible to take part in our Travelwise Scheme employees must have a permanent contract of employment, but there is no contractual right to this loan.

## No Smoking Policy

Friendship operates a no smoking policy This policy applies to all company premises or places of work including company vehicles that are used by more than one person. Due to the nature of our work however, there may be some services, such as our customers' homes (including care homes) where our service users may smoke, and therefore on occasions you may be exposed to second hand smoke.