

Staff Benefits - Established Staff



Working for the Brighton Students' Union can be an extremely rewarding experience where you will be integral in helping us achieve our aims and objectives to be the best Students' Union we can.

We offer a fun and flexible environment to work in and our staff are expected to work hard. In return we offer a number of fantastic benefits which will help enhance their health & wellbeing, enable a good work/life balance, and provide training opportunities to those who want to develop their skills.

A list of the benefits offered are detailed below. Please note that these are non-contractual and BSU or the University of Brighton (where applicable) reserve the right to remove any of them at any time should it be deemed appropriate to do so.

| Health & Wellbeing | Qualifying Period |
|--|---|
| <p>Employee Assistance Programme</p> <ul style="list-style-type: none"> • BSU staff have access to Health Assured which is a website and App that BSU staff can access to gain a wealth of online well-being resources to support their mental, physical, social and financial wellbeing. • Staff can also take advantage of a range of discounts and savings on a variety of goods and services through Charity Discounts. | None |
| <p>Working from Home</p> <ul style="list-style-type: none"> • BSU will consider any reasonable requests from staff to work from home (on a part-time, full-time or temporary basis) to enable a better work/life balance. • This type of arrangement isn't suitable for all roles within the Union so for those members of staff, BSU will consider other options in order to try and meet the needs of the individual and the business. | None |
| <p>Flexibility of Hours</p> <ul style="list-style-type: none"> • We appreciate that not everyone wants to work a standard 9-5 day and BSU offer a level of flexibility with working hours that will help to improve work/life balance. • This may not be feasible for those staff in front facing roles so consideration will be given to the nature of the job and the needs of the business. • Meeting free lunchtimes – where feasible • Potential for early finish Fridays – agreed at a local level and in line with business needs. | None |
| <p>Occupational Health</p> <ul style="list-style-type: none"> • BSU realise that sometimes things don't always go according to plan and we are there to help our employees get through difficult times by offering Occupational Health services if/when needed. | None |
| <p>Volunteering days</p> <ul style="list-style-type: none"> • BSU understands that volunteering not only benefits the local community but also the wellbeing of our staff. • To enable staff to do this, those eligible may be able to take up to 2 days on full pay (per calendar year) to undertake voluntary work for a charitable cause that is of interest to them. | Following successful completion of probation period |

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| Development | Qualifying Period |
|---|-------------------|
| <p>Excellent training opportunities</p> <ul style="list-style-type: none"> In addition to the compulsory training when you start your employment, BSU offer a variety of additional inhouse training to staff. Recent training has included Resilience, mental wellbeing, management skills, etc. BSU staff are also eligible to access many of the courses available to University staff, free of charge. Further information will be made available to you during the Induction process. | None |
| <p>Study Leave</p> <ul style="list-style-type: none"> Employees studying a professional qualification may be eligible for study leave to help manage their studies and meet specific deadlines - especially when taking exams. Timings of any leave granted will be dependent on the needs of the business. | Dependent on role |

| BSU Salaries & Pay | Qualifying Period |
|---|---|
| <p>Job Evaluation</p> <ul style="list-style-type: none"> To ensure a fair and consistent approach is used when setting the salary for an Established role, consideration will be given to the level of responsibility of various aspects of the job. All BSU roles will be placed in an appropriate Grade that is consistent with similar jobs within the Union. | None |
| <p>Incremental Increases</p> <ul style="list-style-type: none"> Pay Scales are sub-divided into Spinal Points. Staff will normally start at the bottom of a Salary Grade and rise up the scales until they have reached the top of the Grade. In April of each year, eligible staff salaries will be increased to the next Spinal Point. A copy of the Salary Grades can be found in the HR section of BSU's SharePoint pages. | Following successful completion of probation period |
| <p>Pension Scheme</p> <ul style="list-style-type: none"> BSU administer 2 Pension Funds – a NEST and AEGON Scheme which staff can join if they wish. Staff will automatically be enrolled onto the BSU NEST fund as and when they become eligible – in line with Government guidelines. Staff will routinely contribute 4% to their fund but may increase this if they wish. BSU will contribute a minimum of 4%, which is above the statutory requirement, and will match up to a maximum of 6% for Established Staff contributions. Staff are advised to seek independent pension advice before deciding on which is the best option for them and their family. | None |

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| Enhanced Leave | Qualifying Period |
|---|--|
| <p>Family Friendly Leave and Pay</p> <ul style="list-style-type: none"> • BSU offer enhanced pay for a number of different family friendly leave such as Maternity, Partner, Adoption, Compassionate and Dependants Leave. • Further details can be found in the HR section of BSU's SharePoint pages. | <p>Dependent on type of leave</p> |
| <p>Annual Leave Entitlement</p> <ul style="list-style-type: none"> • BSU offer staff 30 days Annual Leave per annum + Bank Holidays (pro rata for part time staff) from Day One. • The Holiday Year runs from January to December and staff may carry over a maximum of a weeks' contractual hours if they wish. Any hours carried forward must be taken by the end of March of the subsequent year. • The University/BSU close each year between Christmas and New Year which enables staff to have at least a week's break to enjoy time with their family and friends. | <p>None</p> |
| <p>Sickness Entitlement</p> <ul style="list-style-type: none"> • It is inevitable that there will be times when employees are not fit to work and BSU offer enhanced Sick Leave to ensure enough time is taken for the individual to fully recover. • Employees are entitled to up to 3 months full pay Sickness Leave in any rolling 12-month period. | <p>Following successful completion of 1st part of probation period</p> |
| <p>Sabbatical Leave</p> <ul style="list-style-type: none"> • Staff may be eligible to take between 3 and 12 months unpaid Sabbatical Leave with the security of knowing that their job will be kept open for the duration of the leave. • This leave can be taken to enable staff to spend time pursuing a personal interest, spending time with family or to enhance their skills and assist with future development. • Agreement to any such leave will be discretionary and considered in line with business needs. | <p>After 3 years' service</p> |

| Salary Sacrifice Schemes | Qualifying Period |
|--|-------------------|
| <p>Cycle-to-Work Loan Scheme</p> <ul style="list-style-type: none"> • Employees can take advantage of purchasing a bicycle through this scheme and an agreed monthly amount will be deducted from gross pay each month, resulting in less tax being paid. • Please click here for further details. | <p>None</p> |
| <p>Travel Loan Scheme</p> <ul style="list-style-type: none"> • Staff will be eligible to purchase an annual or monthly bus or rail travel card in advance through this scheme. • The cost will be deducted in equal instalments (over an agreed period) from gross pay, resulting in less tax being paid. • Further details are available from the Finance Team. | <p>None</p> |

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| Additional Benefits | Qualifying Period |
|--|--|
| <p>Staff Socials</p> <ul style="list-style-type: none"> We hold a Winter Staff Party every year which usually involves a lot of fun when staff are able to celebrate and welcome in the festive season. We have a Social Committee who arrange a variety of social activities throughout the year. These can range from a music quiz, competitions, training in unusual skills, lunch & learns, self-care sessions, outings, etc. Attendance to these are obviously optional. | None |
| <p>Free hot and post mix drinks</p> <ul style="list-style-type: none"> We operate a scheme whereby staff are given an allocation of vouchers to spend in any of our cafés or bar on campus. | None |
| <p>Discounts in BSU Cafés and bars</p> <ul style="list-style-type: none"> 20% off purchases in our BSU cafés and bars – alcohol not included. 10% off clothing purchases in our BSU outlets – sales items not included. Please click here to see where the BSU cafés and shops are located on each campus. | None |
| <p>Legal Services</p> <ul style="list-style-type: none"> BSU staff are eligible to receive discounts on a variety of legal services from our legal advice supplier, eg moving house, family matters, future arrangements, injury claims. Please click here for further information. | Following successful completion of probation period. |
| <p>Access to University of Brighton facilities</p> <ul style="list-style-type: none"> BSU staff are entitled to use the University's facilities on campus – fees may apply. Further information of some of these have been listed below:- <ul style="list-style-type: none"> Libraries – please click here for details. Gym memberships - please click here for details. Cafés – please click here for details. | Determined by UoB - usually none |
| <p>On-site parking</p> <ul style="list-style-type: none"> BSU staff may be eligible for a parking space on campus – subject to University guidelines. Eligible staff can opt for the Pay-As-You-Go scheme or a standard annual charge which the University will collect from your bank each month. Bike parking is available on all sites. Bike changing facilities and lockers are available on the Moulsecomb campus. Please click here for further information. | As determined by UoB |
| <p>Free eyesight tests</p> <ul style="list-style-type: none"> Employees who need to work with display screen equipment (DSE) as part of their role, are entitled to receive free eyesight tests. Reimbursement towards the cost of prescription glasses may also apply. Please click here for further information. | None |