

# putting our people first employee benefit package

پہلے اپنے لوگوں کو اہمیت دینا - ملازمین کے لئے بہترین پیشگی

آماہدےر ہواکدےرکے سواراں اےرے سوان دےااا - کرمچاراںدےر انا ہنرفاٹےر ہاااااا



# information the way you want it...

If you would like this information in large print, braille, on audio cassette, in a language other than English or as an easy read document please contact the Communications and Marketing team, Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall, Rossendale, BB4 6HR or Telephone 01706 836331.

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Communications and Marketing Team, Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall, Rossendale BB4 6HR or telephone 01706 836331.



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## employee benefits package

We are proud that Management and Unions have worked together to develop some of the best terms and conditions for staff within the housing sector. The good work the company has done and the benefits package offered to all staff has led to national recognition in this area.

## remuneration

### pay levels

We are recognised by staff as having some of the best pay levels and conditions of service in the country.

### pay award

Annual Pay Awards and conditions of service are negotiated locally with Trade Unions. In April 2007 a 3.6% rise was awarded to our employees. The 2008/09 and 2009/10 pay awards are based on the September Retail Price Index figure, and for April 2008 the award was 3.9%. These awards compare very favourably with others in the housing sector.



## **annual leave, statutory and local holidays**

All new staff are allocated 35 days holiday inclusive of public and statutory days rising to 40 days on completion of 5 years service. There is also the option to transfer 2 days annual leave into lieu time as well as the option to purchase additional annual leave.

## **sickness pay and welfare**

Our staff enjoy one of the best packages available anywhere in the country, with sickness entitlements of up to 6 months full pay and 6 months half pay, depending on length of service. We also pride ourselves on looking after the welfare of our staff. Provisions include a company sponsored preventative healthcare scheme, advice for managers and staff on welfare and sickness issues, rehabilitation, on-job adjustments, a counselling service and access to the services of an in-house benefits advisor.

## **final salary pension scheme**

We are delighted to offer all permanent staff access to a final salary pension scheme with employer contributions in the region of 12 – 15%.

## **relationship with the unions**

It is our policy to encourage Trade Union Membership, so unless you state otherwise, your name, workplace, payroll number and start date will automatically be circulated to the Trade Unions to facilitate their recruitment process.

## **mobile phone**

Staff may be provided with a company mobile phone with access to reasonable personal use to enable them to carry out their duties.

## **vehicles**

Staff who have use of a company vehicle may be eligible to use it for reasonable personal use at the discretion of the company. There will be a personal tax liability for individuals.



# benefits

## health scheme

Generous cover is provided for all staff, including the costs of dentists, opticians, physiotherapy and complementary therapies. The level of cover increased in Jan 2008 and there is now the option to include partners as well as to increase the level of cover through additional contributions.

## salary sacrifice

We support the government initiative whereby staff can sacrifice some of their salary to purchase child care vouchers, thereby saving on their National Insurance contributions.

## paternity

We offer 2 weeks full pay for paternity cover. Expectant fathers are also allowed time off to attend scans and appointments and they qualify for payments under our health scheme.

## health pledge scheme

We offer a number of health-based initiatives to encourage staff to develop a healthy lifestyle. Current initiatives include free water, help with quitting smoking, weight management clubs, hire of football pitches for team games and many more. There is also a monthly draw for staff who sign up to the Health Pledge Scheme.

## discount card scheme

Introduced in December 2007, this scheme enables staff to obtain discounts with local and national suppliers.

## flexible working hours scheme

A flexi-time scheme is in operation wherever possible. It is predominantly for office-based staff and depends on service delivery priorities. Craft staff have the opportunity to discuss with their line manager their start and finish times, depending on operational requirements.



## **flexible working request**

All staff can apply to change their working days and/or hours under the Flexible Working Request procedure, which goes beyond statutory requirements (the statutory right is for parents with children under 6 or disabled children under 18, or for those with carer responsibilities). Many of our staff have varied their working arrangements through this scheme.

## **home working**

A number of staff have the option to work from home (subject to management requirements).

# **career development**

## **training & development**

We have annual appraisals, a company training plan and a commitment to personal and career development opportunities.

## **team building away day**

This annual event allows teams to develop priorities, have fun and enjoy social activities.

## **community projects**

All staff have the opportunity to become involved in assisting local community groups by giving their time and skills.

## **staff suggestion scheme**

The company operates a staff suggestion scheme under which staff can be rewarded for good ideas

## **extra mile award**

Staff can be nominated by colleagues, managers or customers for going that 'extra mile'