

## Reward and Benefit Package SCQF Partnership

**We are committed to being a best practice employer and in December 2022 were awarded IIP Gold enhanced status in recognition of our positive team culture and supportive working practices.**

<b>Salary</b>	£ as per contract of employment	Paid by direct credit transfer monthly in arrears on 28 <sup>th</sup> of each month
<b>Normal Hours of Work</b>	35 hours per week	<p>Normally worked over 5 days Monday to Friday between 9.00 and 17.00. There can be some flexibility around start and finish times agreed with line manager. One hour unpaid lunch break.</p> <p>Part time working hours will be agreed with the line manager.</p> <p>We operate a Flexible Working model, with set days in the office agreed with your line manager.</p>
<b>Time off in Lieu/ overtime</b>	On occasion	<p>Where Officers are required to work additional hours, reasonable notice will be given and time-off-in-lieu will be awarded.</p> <p>Where administrative staff are required to work overtime a payment of time and a half will be made.</p>
<b>Salary Review</b>	Annually	Reviewed 1 <sup>st</sup> April each taking into account cost of living and market benchmarks.
<b>Pension</b>	Employer contribution of 12% to a money purchase scheme operated by the employer	Employee contribution of at least 3% required. Employee contribution must comply with current Government policy.
<b>Staff Development</b>		The SCQF Partnership is committed to the development of its staff. Learning and development is offered to all employees on the basis that it will add value to the role that they have within the organisation. SCQFP may consider supporting development beyond the scope of existing roles.

<b>Fairness as an Employer</b>		The SCQF Partnership has: <ul style="list-style-type: none"> <li>• Measurable business objectives</li> <li>• A fair performance management system</li> <li>• Open communications where contribution is encouraged</li> <li>• A current and comprehensive range of employment policies and procedures.</li> </ul>
<b>Allowances and Subsistence</b>	Rates are reviewed annually	Rates paid are based on the duration and method of travel incurred in the course of business activity and in line with our T&S policy.
<b>Mobile Phone</b>	Will be supplied where required	Mobile phones may be used for appropriate personal calls. However, this will be limited to £12 per quarter.
<b>Holiday Entitlement</b>	1 <sup>st</sup> April to 31 <sup>st</sup> March each year	25 days (for full time employees) plus 13 public holidays. There is an increase in entitlement after 3 years and again after 5 years' service
<b>Health and Benefits</b>	Paid by SCQFP and administered through Westfield Health Plan. The SCQFP will also offset the tax liability on this	Benefits include proportionate reimbursement of the following: <ul style="list-style-type: none"> <li>• Dental treatment</li> <li>• Optical treatment</li> <li>• Therapies</li> <li>• Consultation</li> <li>• Scanning</li> <li>• Employee counselling and advice programme</li> <li>• Personal accident cover</li> <li>• GP telephone consultation</li> <li>• Health club concession</li> </ul>
<b>Social</b>		Free tea and coffee will be supplied within the SCQF Partnership office premises. We positively support social activity outwith the course of normal business activity.
<b>Dress code</b>		Normal business dress for both the office and meetings applies. However the SCQFP operates a "dress down code" on Fridays for any staff not attending meetings.
<b>Flexibility</b>		A policy supporting flexible working exists within the SCQF Partnership.  The organisation has a range of family friendly policies to support individuals in achieving a work-life balance.