

Edge Hill University,
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Edge Hill University



EDGE HILL UNIVERSITY Staff Benefits



EDGEHILL.AC.UK

WORKING AT EDGE HILL UNIVERSITY

Edge Hill University recognises that to achieve success a working environment must enable all staff to contribute in a positive and productive way.

The University seeks to be an excellent employer and believes that the provision of benefits, information, guidance and support are a necessary part of this.

The Staff Partnership Group and Staff Social and Wellbeing Group have guided the development of the benefits detailed in this booklet. They are happy to receive your feedback or ideas for further enhancement.

BENEFITS FOR YOU

SUPPORTING EQUALITY & DIVERSITY

Forums to ensure inclusive practices underpin working life

SUPPORTING COMMUNICATION & EMPLOYEE RELATIONS

Forums to consider your ideas to enhance working life

SUPPORTING HEALTH & WELLBEING

Services to help maintain your good health and wellbeing and provide support if required

SUPPORTING WORK LIFE BALANCE

Initiatives to help you balance your needs

SUPPORTING DEVELOPMENT & CAREER PROGRESSION

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SUPPORTING FINANCIAL NEEDS

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SUPPORTING FINANCIAL NEEDS

Final Salary Pension Scheme
Free Independent Financial Guidance
Free Uniforms & Safety Equipment
(where relevant to role)
Independent Legal Advice
Long Service Award
Medicash
Relocation Expenses
Retirement Award and Party

FACILITIES FOR STAFF

Careers Service
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Health Centre
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Onsite Parking
Prayer Room
Rose Theatre
Shop
Sporting Edge
Sports Therapy Clinic
Staff Common Room



SUPPORTING EQUALITY & DIVERSITY



SUPPORTING EQUALITY & DIVERSITY

EQUALITY & DIVERSITY

Edge Hill University's vision is to provide an environment where everyone feels able to participate, contribute, enjoy and influence their experience and where inclusive practices underpin all the University's activities. Respect for, and celebration of, individual diversity will shape institutional strategy, direction and behaviour and staff involvement is welcomed in this shaping at local, focus group and committee level.

Staff are encouraged to make any concerns known to members of the Equal Opportunities & Student Support Committee, which is comprised of members of staff who have expertise in, or who are committed to, equality and diversity. In addition, staff may make their concerns known to the Business Support Team, Human Resources.

For further information please refer to the intranet homepage.





CONFIDENTIAL GUIDANCE AND SUPPORT

The Business Support Team provide confidential advice and guidance on a wide range of employee relations issues to both managers and staff.

For information contact
businesssupport@edgehill.ac.uk

POLICIES AND PROCEDURES

All University policies and procedures are agreed through consultative committees and staff representatives are able to comment and provide feedback on any proposals.

For information on policies and procedures contact **businesssupport@edgehill.ac.uk** or see Human Resources intranet pages.

RECOGNISED TRADE UNIONS

Edge Hill University recognises the following trade unions:

Universities & College Union (UCU) – Academic Staff

Contact the UCU Branch Secretary for further details or the HR Helpdesk for UCU contact details.

UNISON – Support Staff

Contact the Unison Branch Secretary for further details or the HR Helpdesk for Unison contact details.

STAFF PARTNERSHIP GROUP

The remit of the Staff Partnership Group (SPG) is to improve communications and all aspects of working life.

The SPG focuses on the following key areas:

- Improving staff communication processes to ensure that you feel more informed about Edge Hill activities.
- Developing stronger consultation processes so that you are more involved in changes taking place.
- Acting as a forum through which you are able to make suggestions, raise issues and voice concerns.
- Providing guidance and support to all staff in achieving and enhancing equitable practices in all aspects of working life.

STAFF SURVEY

You have the opportunity to provide feedback to inform how working life at Edge Hill will be developed via the independently administered annual Staff Questionnaire.

UPDATES BY THE VICE-CHANCELLOR

The Vice Chancellor provides all staff with a weekly update of the progress of the University on a variety of different issues via email. Three times a year the Vice-Chancellor also gives a termly address to which all staff are invited.

For further details about the updates please contact the Directorate Office on **01695 584294**.



ALTERNATIVE THERAPIES

The University provides staff with access to a range of alternative therapies (for example Reiki, Indian Head Massage, Life Coaching, Holistics) to support health and wellbeing either on site or via staff discounts from local providers.

For information contact SSWGEvents@edgehill.ac.uk see SSWG intranet page or call into HR Reception.

COUNSELLING SERVICE

The University provides an impartial and non judgemental counselling service to all staff. Members of the Staff Counselling Team are experienced, qualified and professional counsellors with high levels of expertise in providing short-term therapeutic interventions. Confidentiality is a priority and is discussed and agreed with each client before they begin counselling. You can refer yourself in confidence and can book an appointment at the Ormskirk site. The Service normally operates Monday to Friday 9 am – 5 pm and offers a late night on Tuesday until 7.00pm.

For information see Student Services intranet pages.

EYE CARE FOR COMPUTER USERS

Staff who are identified as regular users of display screen equipment are entitled to free eyesight tests at regular intervals (usually every 2 years). The University will also meet the cost of basic frames and lenses providing the eyesight test has deemed them necessary for display screen use.

For information see Health and Safety intranet pages.

HEALTH CENTRE

The University has a Nursing Sister on campus during term time from 8.30am until 4.30pm Monday to Friday. You may access the service for drop in enquiries, information or routine checks for blood pressure, weight, height and BMI measurements.

For information contact the Health Centre on **01695 584484**.

HEALTH PROMOTION INITIATIVES

You have the opportunity to book an appointment to attend a free basic health check at various points throughout the academic year.

For information contact SSWGEvents@edgehill.ac.uk or call into HR Reception.

ILL HEALTH GUIDANCE AND SUPPORT

The Business Support Team provide confidential advice and guidance on a wide range of health and wellbeing issues.

For information contact businesssupport@edgehill.ac.uk

OCCUPATIONAL HEALTH SERVICE

Aintree University Hospitals NHS Foundation Trust Occupational Health Service provides a range of health related services to Edge Hill including advice on health promotion and workplace issues, conducting pre-employment health questionnaires and health assessments to monitor and protect the health and well being of our staff. More information is available in the Health Policy and also from Staff Advisers in Human Resources.

For information contact businesssupport@edgehill.ac.uk

PRE RETIREMENT PLANNING

If you are approaching retirement you may wish to increase your awareness of issues surrounding retirement and pension benefits by attending one of our Pre Retirement events. The events are facilitated by external specialists who provide sound practical advice on a range of issues relevant to your needs.

For information contact
staffdevelopment.staff.ormskirk@edgehill.ac.uk

RELAXATION SESSIONS

Edge Hill's Counselling and Supervisory Service run relaxation sessions for staff to encourage taking time out to relax and to learn some simple relaxation techniques.

For information contact the Health Centre on
01695 584484.

SPORTING EDGE

The University offers discounted membership for the on site gym and a variety of exercise classes, with use of the swimming pool at designated times of the day.

For more details on facilities Sporting Edge offers staff please see Facilities for Staff section.

SPORTS THERAPY CLINIC

Whether you are an elite or recreational athlete the Clinic offers treatment, rehabilitation and preventative advice on musculoskeletal conditions and sports injuries including:

- Examination & assessment
- Individualised treatment & rehabilitation
- Remedial massages
- Pre & post event massage
- Preventative advice

The clinic is staffed by BSc (Hons) Sports Therapy students under the supervision of qualified staff.

For an appointment contact **01695 584264.**

STAFF SOCIAL & WELLBEING GROUP

The Staff Social and Wellbeing Group (SSWG) consists of a cross-section of staff from across the University and is a group run by staff for staff to enhance working life in direct response to staff suggestions and ideas. The group co-ordinate a wide range of social and wellbeing events throughout the year that are designed to appeal to all staff.

Typical events/discounts co-ordinated by the group include reduced price theme park tickets; city shopping trips; theatre visits; reduced price gym classes; outdoor activities; subsidised tickets for Aintree Race Course and Belle Vue; stop smoking support; Urban Walks; alternative therapies and health checks.

For information contact SSWGEvents@edgehill.ac.uk see SSWG intranet page or call into HR Reception.

STRESS RISK ASSESSMENTS

The University wants to ensure that your health, safety and wellbeing is protected at work by seeking solutions to minimise the impact of any work-related stress. Should you have concerns these can be addressed through a stress risk assessment that uses the HSE's Management Standards to identify conditions that may have an adverse impact upon you.

For information see Human Resources intranet pages.

URBAN WALKS

Urban Walks is a vehicle to get communities moving again. The company has a simple philosophy to get people enjoying more activity, more often in their everyday environment. Edge Hill University commissioned Urban Walks to design six lunchtime walking routes for staff as part of their health and wellbeing at work campaign. Urban Walks are designed to support individuals to be habitually active within their local environment and to easily meet recommended levels of activity. These routes can help you on your way to becoming more active every day.

For information contact SSWGEvents@edgehill.ac.uk or call into HR Reception.

WORKSTATION ASSESSMENTS

Workstation assessments are undertaken in accordance with Display Screen Equipment Regulations.

For information see Health and Safety intranet pages.



SUPPORTING WORK LIFE BALANCE



SUPPORTING WORK LIFE BALANCE

ADOPTION LEAVE

All employees regardless of length of service are entitled to 52 weeks adoption leave; 26 weeks Ordinary Adoption Leave (OAL) and 26 weeks Additional Adoption Leave (AAL). Employees with 26 weeks continuous service at the beginning of the week in which notification of having been matched with the child (the matching week) is received will be entitled to Statutory Adoption Pay (SAP) and Occupational Adoption Pay (OAP); subject to lower earnings limit.

For information see Human Resources intranet pages.

ANNUAL LEAVE

You have a legal and contractual entitlement to annual leave. Your entitlement is detailed in your contract of employment. There is an automatic entitlement to carry over 3 days leave to the next leave year if you so wish.

CHILDCARE VOUCHERS

Edge Hill offers childcare vouchers that are non-taxable and exempt from National Insurance contributions. This is a benefit available to all eligible working parents.

For information see www.busybeesvouchers.com or telephone **08000 430 860**.

CONCESSIONARY HOLIDAYS

In addition to a contractual entitlement to annual leave you are also entitled to 13 statutory, extra-statutory and concessionary holidays (pro-rata for part time staff).

FLEXI TIME SCHEME

The University currently operates a flexi time scheme which is available for support roles where it is operationally feasible. The scheme allows a degree of flexibility to enable staff to vary their start and finish time to suit both their needs and the needs of the University. Staff are allowed to take flexi time leave of up to one full day or two half days during each 4 week flexi period.

For information see Human Resources intranet pages.

FLEXIBLE WORKING

Edge Hill recognises that employees may need to work flexibly to ensure a work/life balance. The legal right to request flexible working applies to the following:

- Parents of a child aged sixteen or under or a disabled child aged eighteen or under are eligible to request flexible hours for the care of the child.
- Carers of adults who are in need of care: carers who care, or expect to be caring, for a spouse, partner, civil partner or relative or who live at the same address as the person being cared for can make applications.

You can adopt an approach that is right for you and the business subject to approval by your line manager.

For information see Human Resources intranet pages.

MATERNITY LEAVE

All employees regardless of length of service are entitled to a minimum of 52 weeks leave; 26 weeks Ordinary Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML). Employees with 26 weeks continuous service at the beginning of the 15th week prior to the expected date of childbirth will be entitled to Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP); subject to lower earnings limit.

For information see Human Resources intranet pages.

PARENTAL LEAVE

Parents who meet certain qualifying criteria can take up to 13 weeks unpaid leave in respect of each child aged under 5 (pro-rata for part-time employees) and parents of children with disabilities are entitled to up to 18 weeks parental leave.

The leave must be taken for the purpose of caring for the child or to make arrangements for the good of the child.

For information see Human Resources intranet pages.

PATERNITY LEAVE

Fathers who have 26 weeks continuity of employment at the 15th week before the expected week of childbirth (EWC) are entitled to a single block of two weeks Paternity Leave.

Edge Hill will grant employees with 26 weeks service at the 15th week before the EWC two weeks leave, paid at the employee's full rate of pay.

For information see Human Resources intranet pages.

SPECIAL/COMPASSIONATE LEAVE

Special or compassionate leave may be granted for a number of reasons; e.g. Moving House, Degree Ceremonies, Study Leave, Territorial Army Leave, Governors' Leave, Bereavement Leave, Funeral of Close Relative, Discretionary Leave.

For information see Human Resources intranet pages.

STEPPING DOWN

The University will support staff who may wish to consider changing their role as they approach retirement and will endeavour to be as flexible as possible to accommodate requests.

For information see Human Resources intranet pages.





CONTINUING PROFESSIONAL & PERSONAL DEVELOPMENT

Edge Hill University encourages all staff to invest in themselves and their career by taking advantage of a range of development opportunities including a central programme of events and workshops provided by the Staff Development Unit to support academic and research practice, leadership and management development, personal skills development, e-learning & ICT, etc.

For information see Human Resources intranet pages.

FEE REMISSION

Members of Edge Hill staff who wish to follow a programme of study for personal interest at Edge Hill can qualify for 50% Fee Remission if they meet the following criteria: they are on a permanent Edge Hill contract of employment; they have been employed at Edge Hill for more than 12 months; they work a minimum of 6 hours per week; they study on the programme outside of contracted working hours.

For information contact Staff Development on **01695 584483**.

FINANCIAL CONTRIBUTION TO PROFESSIONAL DEVELOPMENT

Funding may be available for external accredited and non-accredited programmes and qualifications relevant to your role, subject to approval by the relevant Dean/Director.

INDUCTION

The corporate staff induction programme provides an understanding of the current context within Higher Education and key activities within the University, together with an opportunity to meet senior and key University staff and begin to develop a network of internal contacts.

For information contact Staff Development on **01695 584483**.

STAFF ENRICHMENT PROGRAMME

The Staff Enrichment Programme offers staff the opportunity to study certain modules which have either been specially designed or taken from a selection of existing University courses. Modules are offered to staff at no charge and places are allocated on a first come first served basis.

Modules offered in the past include Spanish; Italian; The Environment of Higher Education; Personnel Development for HE Administrators; but may be subject to change each Academic year.

For further information contact Academic Registry **01695 584225**.

STAFF VOLUNTEERING

The benefits of volunteering to both students and staff are plentiful and there are a wide range of opportunities to undertake volunteering through the Edge Hill University Careers Centre. Volunteering can provide the opportunity to:

- Gain relevant work experience
- Demonstrate commitment
- Learn new skills
- Make valuable contacts

The Volunteering Project Coordinator offers you support in your volunteering activity and is based in Careers (SIC building). Also, the organisation you are volunteering with should provide training and support as required.

WORK SHADOWING

Work shadowing provides an opportunity for you to find out about other roles within the University.

For information contact Staff Development on **01695 584483**.



SUPPORTING FINANCIAL NEEDS

FINAL SALARY PENSION SCHEME

The University offers a final salary pension scheme which is supported by the University's contributions as well as those of your own. The University has three pension schemes, the Local Government Pension Scheme (LGPS), the Teachers' Pension Scheme (TPS) and the Universities Superannuation Scheme (USS). As at 1st January 2010 the University contributes the following as a percentage of your annual salary each year:

LGPS	13.5%
TPS	14.1%
USS	16.0%

FREE INDEPENDENT FINANCIAL GUIDANCE

Edge Hill University is supporting the Financial Services Authority (FSA), the UK's financial watchdog, to bring financial education and information into the workplace. Guidance is provided on how to make the most of your money so that you can look for the best deals and learn how to provide for a secure future. As the watchdog, the programme is totally impartial and there is no selling involved.

Free educational literature is available, including: Budgeting, Planning and Debt Management; Understanding your Bank Account; Pensions and Saving for Retirement and Money Jargon Made Clear.

For information contact SSWGEvents@edgehill.ac.uk or call into HR Reception.

FREE UNIFORMS & SAFETY EQUIPMENT (where relevant to role)

Uniforms and safety equipment are provided to staff free of charge at the start of employment and replaced as required where this is relevant to the role.

INDEPENDENT LEGAL ADVICE

Confidential appointments are available to staff or students for confidential free legal advice from Brighthouse Wolff Solicitors. Please note Brighthouse Wolff are not able to provide advice on matters concerning the University or the Students' Union.

To make a confidential appointment telephone **01695 584096**.

RELOCATION EXPENSES

You may qualify for financial assistance towards the cost of moving house when you join Edge Hill under the relocation expenses scheme.

For information see Human Resources intranet pages.

MEDICASH

As an employee of Edge Hill University you have the opportunity to join an attractive alternative to private health care.

Medicash offers 21 tax free benefits, including hospital and maternity admission; recuperation grants; physiotherapy; sight tests; dentistry and home help grants. The Medicash Scheme offers 3 types of membership - Standard, Dual and Family - with 3 levels within each - Bronze, Silver and Gold. There is a Medicash option to suit most domestic situations and financial circumstances.

For information contact Payroll on **01695 657113**.



LONG SERVICE AWARD

Staff who have 25 years or more service with Edge Hill University are entitled to a £250 Long Service Award. The award will consist of £250 of vouchers chosen by the recipient from an agreed list of suppliers.

For information see Human Resources intranet pages.

RETIREMENT AWARD AND PARTY

The following awards will be made for completed years of Edge Hill service at the date of retirement to staff who are retiring from the University and accessing their pension:

10 years service	£100
15 years service	£150
20 years service	£200
25 years service	£250
30 years service	£300
35 years service	£350
40 years service	£400

The award will consist of vouchers chosen by the recipient from an agreed list.

For staff with continuous service at Edge Hill University of 25 years or more, a contribution will be made to a retirement party held at Edge Hill and catered for via the University's Catering Department. The contribution will be to a maximum of £250.

For information see Human Resources intranet pages.



FACILITIES FOR STAFF

CAREERS SERVICE

Edge Hill Careers Service can offer staff individual, confidential careers advice, including support with job applications.

For information see Careers intranet pages or email careersadvice@edgehill.ac.uk

CATERING SERVICES

There are a number of catering facilities across campus offering snacks, drinks and hot meals i.e: The Terrace Café; Faculty of Health Café and Restaurant; Sages Restaurant; The SCR Coffee Lounge; Grinders Coffee Bar; Water's Edge Restaurant ; The Diner; Book Ends Coffee Bar; Vending Suites.

GREEN TRAVEL: EDGE LINK BUS SERVICE

You have the option of a free travel pass for the Edge Link bus service that operates between the University and Ormskirk bus station if you do not bring a car onto site.

For information see Facilities Management intranet pages.

HEALTH CENTRE

You may access the service for drop in enquiries, information or routine checks for blood pressure, weight, height and BMI measurements.

For information contact the Health Centre on **01695 584484**.

LIBRARY ACCESS

Learning Services provides a range of library services for Edge Hill staff. The online catalogue allows searches for material at any Learning Services site, and staff can place reservations and renew items on loan. Learning Services also participates in a number of schemes that allow Edge Hill staff borrowing and access at other HE institutions. Staff are also able to access the Blackwell Bookstore located within the University Library.

For information see Learning Services intranet pages.

ONSITE PARKING

You are able to park on campus. This is currently free of charge under the supervision of University Security staff.

PRAYER ROOM

The University respects your rights to freedom of religious belief and makes available a prayer room for staff and students. The prayer room is located in the Magnolia Room at Forest Court. This is available for both staff and students to use as a prayer room between 12-2pm and 4-5pm every week day. Anyone who wishes to use the prayer room during these times should call at the Security Centre to collect the room key. The key should be returned to the Security Centre.

If you would like to use a prayer room outside of these times please contact the SIC reception and Student Services staff will endeavour to provide a prayer room within the SIC building.

ROSE THEATRE

The Rose Theatre offers an interesting programme of popular and new productions each season including drama, dance, family and children's shows, literature, comedy and music. A film society also runs weekly during term time in the Studio Theatre, adjacent to the Rose. Both theatres are popular entertainment venues for staff, students and the local community.

For programme details see Rose Theatre intranet pages.

SHOP

The on campus shop stocks a variety of items, including newspapers, a range of cards, confectionery, sandwiches and snacks and stationery supplies.

SPORTING EDGE

The University offers discounted membership for the on site gym and a variety of exercise classes, with use of the swimming pool at designated times of the day.

Some of the facilities on offer include:

- Recently refurbished Fitness Suite
- Sports Hall with viewing gallery
- Squash Court
- Team Changing Rooms
- 5 lane Swimming Pool (Depth 1m – 2.1m)
- Gymnasium Hall
- Modern Dance Studio
- 6-lane Athletics Track with 8-lane straight/field events facilities – floodlit
- Full size Astroturf Hockey Pitch – floodlit
- Astroturf Multi Court area (ideal for 7-a-side football) – floodlit
- 7 x outdoor Hard Court Tennis Courts – floodlit
- 5 x outdoor Hard court Netball Courts – floodlit
- High quality grass pitches for Football, Rugby League, Rugby Union and Cricket

SPORTS THERAPY CLINIC

The Clinic offers treatment, rehabilitation and preventative advice on musculoskeletal conditions and sports injuries.

For an appointment contact: **01695 584264**.

STAFF COMMON ROOM

All staff have access to an area for lunches and breaks away from the office. Sandwiches, hot and cold beverages and a selection of cakes are served from 10.00am until 2pm, Monday – Friday.

FURTHER DETAILS REGARDING THE BENEFITS LISTED ARE AVAILABLE ON REQUEST FROM HUMAN RESOURCES

USEFUL CONTACT NUMBERS:

INTERNAL

CAREERS SERVICE	01695 584866
COUNSELLING SERVICE	01695 584484 0151 529 2352
FM HELPDESK	01695 584455
HEALTH CENTRE	01695 584484
HR HELPDESK	01695 584860
IT HELPDESK	01695 584424
PAYROLL	01695 657113
ROSE THEATRE	01695 584480
SPORTING EDGE	01695 584745
SPORTS THERAPY CLINIC	01695 584264
SSWG	01695 584885
STAFF DEVELOPMENT	01695 584483
STAFF SUPPORT OFFICERS	01695 584400 01695 650912

EXTERNAL

BUSY BEES	08000 430 860
LANCASHIRE PENSIONS	01772 534864
MEDICASH	0151 702 0265
PRUDENTIAL	01236 763486
TEACHERS' PENSIONS	0845 606 6166
HM REVENUE & CUSTOMS	0845 300 3939

