

BENEFITS OF WORKING AT ROYAL HOLLOWAY, UNIVERSITY OF LONDON

FINANCIAL

Salary

The College offers competitive salaries inclusive of London Allowance and is committed to setting pay levels through a process of job evaluation. The majority of grades are determined through the Higher Education Role Analysis (HERA) scheme.

The College has adopted a system of incremental pay scales for grades 1–10 which are reviewed annually. The current pay spine can be found on the HR website at: <http://www.rhul.ac.uk/personnel/GeneralStaffInfo/RHULPayandGradingStructurePointstoGradeMatrix01Aug09.pdf>

Salaries are paid monthly in arrears, no later than the 27th of the month, by credit transfer.

Pensions

The College offers a final salary pension scheme with a generous employer contribution. The scheme offered varies depending on your post. Academic staff and staff employed on grades 6-10 are eligible to join the Universities Superannuation Scheme (USS). Staff employed on grades 1-5 are eligible to join the Superannuation Arrangements of the University of London (SAUL).

Staff who choose to join one of the occupational pension schemes will be required to contribute a percentage of salary in addition to the College's contribution.

The College operates SmartPension which is a salary sacrifice scheme, whereby staff sacrifice an amount from their salary equivalent to the employee's contribution rate and the College then makes a contribution equal to the amount of salary you have sacrificed plus the employer pension contribution. The reduction in salary results in a lower deduction for National Insurance Contributions and increases take-home-pay.

Staff will be automatically entered into the appropriate pension scheme and SmartPension unless the College considers you may not benefit from participation in SmartPension or you elect otherwise in writing.

For further information, including current contribution rates, contact the Pensions Officer on 01784 443007.

Removal and Relocation Expenses

The scheme is intended to assist newly appointed members of staff with the costs associated with taking up a post at Royal Holloway and who are moving their homes to within a 30 mile radius of the College site/campus at which their post is based. The

scheme does not apply to new staff already living inside the relevant 30 mile area at the time of their appointment. Further details are available at:

<http://www.rhul.ac.uk/Personnel/policydocs/Removalrelocationexpensespolicy05.pdf>

Bikes for Work Scheme

The scheme is designed to enable staff to purchase a bicycle and safety equipment for commuting. This is a hire agreement which allows staff to take advantage of tax and National Insurance savings

The scheme works via salary sacrifice, whereby a voucher to the value of the equipment being purchased is issued in exchange for a monthly reduction in salary over twelve months until the repayment has been made. Tax and National Insurance contributions are not paid on the monthly deductions which enable financial savings. Staff who wish to take part in the scheme will be required to sign a hire agreement and amendment to contract letter confirming the value of the voucher that is required and the subsequent reduction in salary.

The amount of salary sacrifice that can be made against the cost of the equipment must not exceed £1,000 (inclusive of VAT).

The information you need to take part in the scheme can be found at

<http://www.rhul.ac.uk/personnel/bikescheme.html>

WORK LIFE BALANCE

Hours of Work

The standard working week is 35 hours. There are no specified hours of work for academic staff or those on grades 6-10 but a notional 35 hours a week is used as a reference for calculating pro rata hours as appropriate.

Flexible Working

The College encourages managers to support the needs of staff by enabling flexible working arrangements whenever possible. Many staff work part-time or only during term time, flexi-time systems are common amongst support staff and consideration is given to all requests for different working arrangements. Obviously, the needs of the Department must be taken into account and not all requests can be granted but a compromise is often possible. A copy of the College's Flexible Working Policy can be located at:

<http://www.rhul.ac.uk/Personnel/policydocs/FlexibleWorkingv2.pdf>

Sabbatical Leave (Academic employees only)

The College operates an excellent sabbatical leave scheme, offering one term's leave for every nine terms worked. A copy of the scheme is available at:

<http://www.rhul.ac.uk/Personnel/policydocs/sableavepolicy.pdf>

Public Commitments

The College welcomes the likelihood that members of staff may wish to undertake forms of public and social services and wishes, in so far as is practicable and reasonable, to support them in such activities. A copy of the College's policy on public commitments is available at: <http://www.rhul.ac.uk/Personnel/Policydocs/PublicCommitments.pdf>

FAMILY FRIENDLY

Childcare Vouchers

Childcare Vouchers are available for all members of staff. This is a salary sacrifice scheme whereby childcare vouchers are issued in exchange for a reduction in salary of the same amount. Tax and national insurance contributions are not paid on the vouchers, which is where the financial savings are made. ACCOR Services has been appointed by Royal Holloway to issue Childcare Vouchers to staff, further details about ACCOR Services and how the scheme operates are available on their website at: www.childcarevouchers.co.uk

Child Care

The College has an arrangement with Little Echoes, an independently-run registered Nursery for 24 children aged 2-5. The nursery operates on campus and offers concessionary rates for staff and students. Please contact the Nursery Manager on 01784 433279 for further information.

Family Friendly Policies

The College's maternity leave arrangements exceed statutory provisions. A copy of the maternity policy can be found at: <http://www.rhul.ac.uk/Personnel/policydocs/Matleavev2.pdf>

The College's Paternity Leave policy can be found at: <http://www.rhul.ac.uk/Personnel/Policydocs/PaternityLeaveJuly09.pdf>

The College's Adoption Leave policy can be found at: <http://www.rhul.ac.uk/Personnel/policydocs/Adoptionleavev2.pdf>

WELLBEING

Holidays

The amount of holiday attached to posts varies. Academic posts and those on grades 6-10 attract 27 days holiday entitlement, posts on grades 1-5 attract 20 days, rising to 23 days after five years' continuous service.

There are normally 8 statutory holidays and at the College's discretion, there will be 6 days holidays, shared between Christmas and Easter, when the College is closed.

The holiday year runs from 1st August to 31st July.

Absence

We offer a comprehensive absence policy which includes provisions for sickness absence as well as compassionate and bereavement leave.

Occupational Health

The College's occupational health service is available to promote health at work and to support staff on a range of health matters.

Eye Tests

Free eye tests are available to VDU users combined with an allowance towards the cost of glasses.

Health Insurance

Members of staff have the option to join the private healthcare and insurance schemes provided through Jardine Lloyd Thompson and CIGNA respectively. Subscriptions can be deducted from salary for convenience by arrangement.

Sports and Recreation

The sports centre, located at the bottom of campus, is the College's main on site sporting facility and the home of RHULSPORT. It provides a multi use sports hall, 46 station fitness suite with weights room, aerobics area and substantial changing facilities. The sports centre offers a wide range of services including personal training, fitness classes, a children's holiday play scheme and parties. There are several sports club staff can join including badminton, cricket, five-a-side, squash and a running club. Facilities and services are open to staff at discounted rates.

TRAINING AND DEVELOPMENT

The College has a commitment to continue all employees' learning so they can perform their jobs effectively. We also offer everyone opportunities for further development. This is delivered through technical and development courses, developed internally by our permanent training team and sourced, where appropriate, externally to support an individuals' professional development.

Appraisals

The Annual Staff Appraisal scheme is based on objective setting in all aspects of your job, based on the contributions that you make. The review period will cover the previous 12 calendar months. Staff appraisals are normally carried out between April and July of the current year, with the objective of completing all appraisals by the end of June.

Education

All EU staff and their children are entitled to free post-graduate education at Royal Holloway once they have been continuously employed for a minimum of 12 months prior to their first registration. (This entitlement is pro-rata for part-time staff). Overseas staff are entitled to an equivalent discount on their fees.

TRAVEL

A term-time bus service for staff and students is in operation from Egham Railway Station to main campus. The service operates in conjunction with trains arriving from Waterloo and Reading. Tickets cost £1.00 and can be bought on the bus.

There is also a free bus service that runs between the main campus and the Huntersdale and Kingswood Hall campuses.

Further information is available at <http://rhul.ac.uk/Facilities-Management/2007/Travel-and-Security/busServe.html>

For staff travelling on public transport interest free travel loans are available to cover the cost of an annual season ticket. Repayment is made through twelve monthly instalments deducted from salary. Further details are available from the HR Department.

TRADE UNIONS

The College recognises three trade unions, the GMB, Unite and UCU. Further information on each trade union can be obtained from the campus representatives and from their websites below.

GMB <http://www.gmb.org.uk/>

Unite <http://www.unitetheunion.com/>

UCU <http://www.ucu.org.uk/>

CAMPUS FACILITIES

Bank

The National Westminster Bank has a branch on campus offering 24 hour access. Other major banks and building societies have branches nearby.

Chapel

Located in Founder's Building, the Chapel is used for daily worship and services are open to everyone. The Chapel is fully ecumenical, and there are three Chaplains covering the

Anglican, Catholic and Free Church faiths. There is also a Muslim prayer room on campus.

College shop

The Store, brand new for 2009, is open throughout the year and offers a wide selection of groceries, wines and beers, frozen and chilled food, toiletries, stamps, stationery, mobile phone top-up cards, birthday cards, newspapers and magazines, gifts and College memorabilia. You can also purchase a range of Fairtrade products.

Events

Public lectures, plays, concerts, campus tours, open days are held throughout the year. There are also recreational clubs and activities. The annual Exploring Science Open Day and the summer Garden Party are particular favourites with staff, the families and the local community.

Library

The College has two libraries on campus, Bedford Library and Founders Library. As well as print collections the Library offers a wide range of electronic resources, as well as information guides to help you use the resources and provide subject-specific guidance.

Staff may apply for a library card at either of the libraries' enquiry desks. Staff may use a number of other libraries. Membership of Senate House Library and use of the SCONUL Access scheme is also available.

Places to Eat and Drink

There are many different places to eat and drink around campus. Whatever your budget or taste you are sure to find an eatery that appeals.

Café Jules - Known for its baguettes and wide selection of gourmet coffees, Café Jules is the social centre of the International Building, perfect for grabbing a quick espresso between lectures or relaxing with friends over lunch.

Crosslands - Crosslands is located in Founder's Building and serves a variety of jacket potatoes and sandwiches at lunchtime as well as breakfast rolls in the morning and sharer platters to go with evening drinks.

Founders - The original Dining Hall, which is located on the first floor of the east wing of the Founder's Building, was used when the College opened in 1886, and is still in use today. It is open to students, staff and visitors to the College.

Founders serves breakfast, lunch and dinner and you can choose from a wide selection of hot meals, pizzas, burgers and salads together with mouth watering desserts and hot and cold beverages.

The Hub - Located in the New Halls area of campus, the Hub is a contemporary dining and social area. At lunch time you can take your pick from the Cook to Order section,

Salad Bar, Hot Food Counter or a hot drink and pastry or sandwich at Coffee & Cake, the Hub's own Coffee Shop.

Senior Common Room - With a wide range of snacks and hot and cold drinks available throughout the day, the SCR is an ideal place for College staff and postgraduate research students to hold an informal meeting or have a quiet chat with a colleague. The SCR is exclusively for College staff and their guests, as well as postgraduate research students. Taught postgraduate students, undergraduates and other visitors to the College are not permitted to use the SCR unless as a guest of a member of staff.

Recycling facilities

Paper, cardboard, glass, cans, plastic bottle and textiles can all be recycled on campus at Royal Holloway. Staff should follow this link to find out where to recycle items <http://www.rhul.ac.uk/Facilities-Management/2007/Environment-and-Sustainability/> and find more information on green issues on the College.

You can also recycle print cartridges, batteries and photocopy toner; to find out how, contact your departmental administrator.

If you're interested in green issues you are encouraged to join the Green Team. This document displays all of the various groups on campus, working to make Royal Holloway a greener and more sustainable place to live and work