

NORTHERN
Regional College



Benefits of Working for Northern Regional College





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Benefits of Working for Northern Regional College



*subject to terms of employment

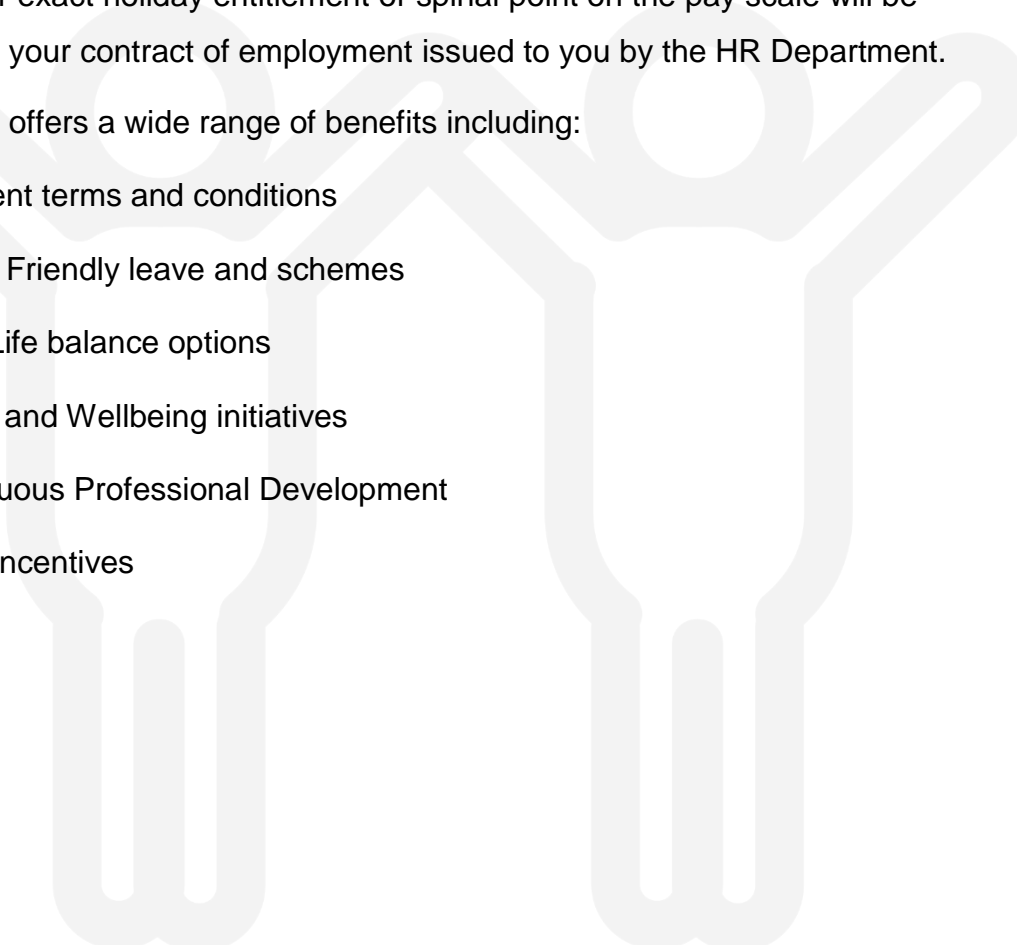


Introduction

The College recognises its employees as a valuable resource and actively encourages their development. We strive to be an outstanding organisation and a great place to work for all staff. A core part of this is what we as a College offer to our employees.

This booklet is organised into several sections, which give generic information on the range of benefits offered by Northern Regional College. Information specific to you such as your exact holiday entitlement or spinal point on the pay scale will be contained in your contract of employment issued to you by the HR Department.

The College offers a wide range of benefits including:

- Excellent terms and conditions
 - Family Friendly leave and schemes
 - Work Life balance options
 - Health and Wellbeing initiatives
 - Continuous Professional Development
 - Other incentives
- 



Excellent Terms and Conditions

Holidays

The College offers general annual leave allowance, which includes 12 statutory/bank holidays per year for both academic and support staff members.

Academic Staff Leave entitlements - The leave year for academic staff runs from 1 September to 31 August of the following year and is as follows:

- Full-time Lecturers - 49 days' annual leave (pro rata)
- Principal Lecturers/ Heads of Department – 35 days' annual leave (pro rata)
- Part-Time Lecturers (paid at an hourly rate) - payments for statutory entitlement to holidays made in August each year

Support Staff Leave entitlements - The leave year for support staff runs from 1 April to 31 March of the following year. Leave entitlements are dependent on grade and range from 21 – 27 days each year. This entitlement increases after five years' service. All annual leave, including statutory / bank holidays is pro rata for part-time staff.

Remuneration

Academic Staff - Salaries for academic staff are determined through negotiation at the Lecturers' Negotiating Committee (LNC). The salary scales currently range from £22,586 to £53,897.

Support Staff - Salaries for support staff are determined through negotiation at the Non-Teaching Staff Negotiating Committee (NTSNC). The salary scales currently range from £14,514 to £61,354. Salaries are normally reviewed on a yearly basis each April.



Pension and Related Benefits

Academic Staff - New staff are automatically enrolled onto the Northern Ireland Teachers' Pension Scheme (NITPS). This is a contributory scheme administered by the Teachers' Pensions Branch on behalf of the Department of Education.

As a member of the NITPS your contribution rate depends on how much you are paid (please see next page for further details). In 2017, your contribution will be between 7.4% and 11.7% depending on which salary band you fall. The College pays a further **17.7%** and rates are reviewed by NITPS on a regular basis. You will also receive income tax relief on your contributions.

Further details are available at [NITPS website](#):

Support Staff - New employees are automatically enrolled onto the Northern Ireland Local Government Pension Scheme (LGPS). This is a contributory scheme administered by the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC).

As a member of LGPS your contribution rate depends on how much you are paid (please see next page for further details). In 2017, your contribution will be between 5.5% and 10.5% of your pensionable pay depending on which pay band you fall. The College pays a further **19.8 %** and rates are reviewed by NILGOSC on a regular basis. You will also receive income tax relief on your contributions.

Further details are available at [NILGOSC website](#):



Family Friendly Benefits

Occupational Maternity Leave/Pay

All female employees are entitled to take up to 52 weeks' maternity leave regardless of their length of service. For those employees who qualify, this includes an entitlement of up to 39 weeks' paid maternity leave, the remaining maternity leave of up to 13 weeks being unpaid. Details of the qualifying conditions and rates of pay are contained in the College's Occupational Maternity Leave Schemes for Lecturers and Support staff.

Occupational Paternity Leave/Pay

Following the birth of a child or the placement of a child for adoption, employees who qualify have the right to take either one or two weeks paid Ordinary Paternity Leave to care for the child or support the mother or, in the case of adoption, the adopter or other adopter. From 3 April 2011 employees who qualify also have the right to take Additional Paternity Leave; a minimum of two weeks and a maximum of 26 weeks may be taken. Details of the qualifying conditions and rates of pay are contained in the College's Occupational Paternity Leave Scheme for Lecturers and Support Staff.

Occupational Adoption Leave/Pay

Any employee who is an adopter is legally entitled to 52 weeks' Adoption Leave. For those employees who qualify there is an entitlement of 39 weeks' paid adoption leave; the remaining 13 weeks being unpaid. Details of the qualifying conditions and rates of pay are contained in the College's Occupational Adoption Leave Schemes for Lecturers and Support Staff.

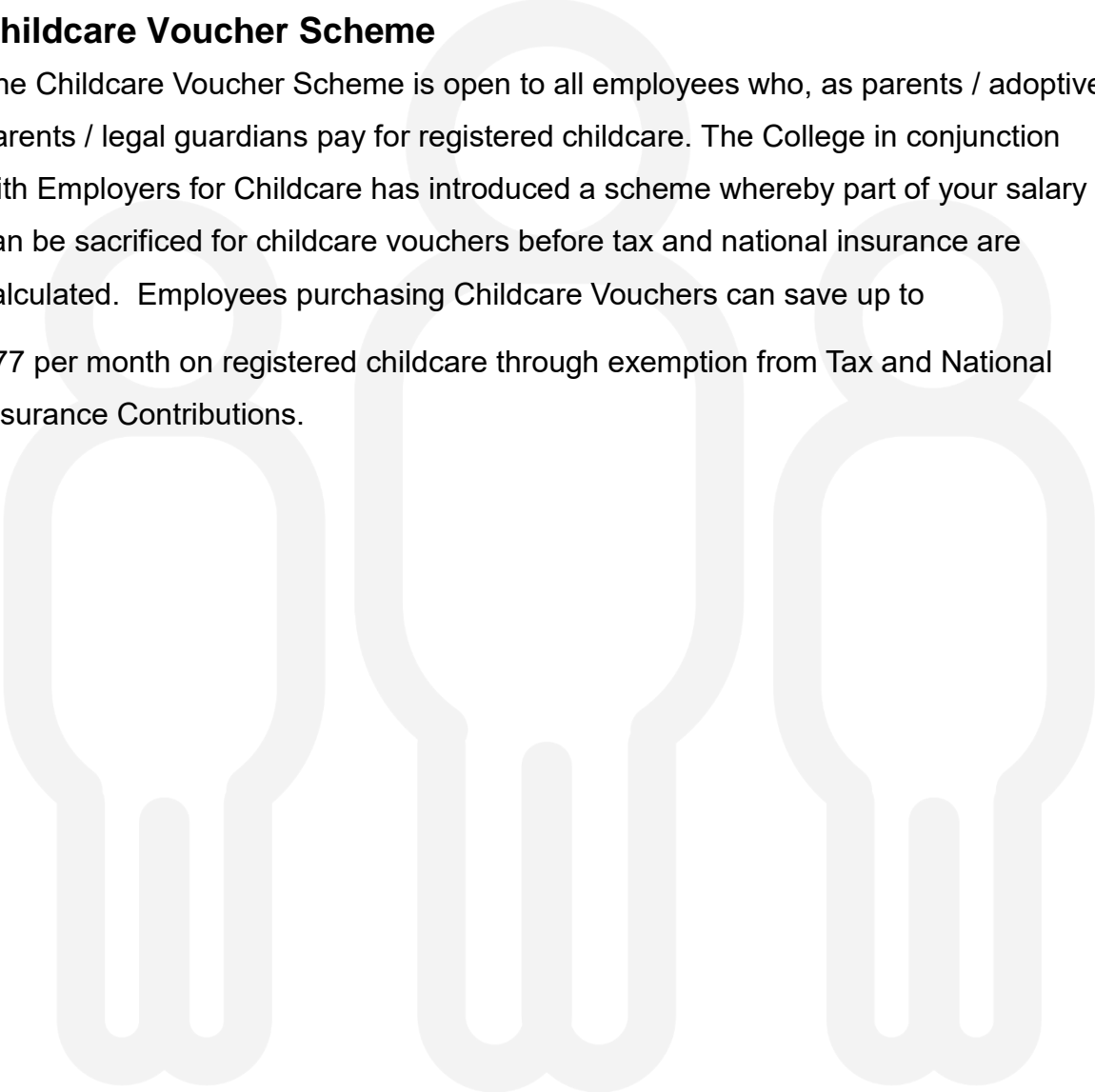


Parental Leave

Parents with a minimum of one years' continuous service are entitled to 18 weeks unpaid Parental Leave to care for their child who is under five years of age. (18 weeks' unpaid leave for parents to care for their disabled child who is under 18 years of age). A maximum of four weeks' Parental Leave can be taken in any one leave year in respect of any individual child.

Childcare Voucher Scheme

The Childcare Voucher Scheme is open to all employees who, as parents / adoptive parents / legal guardians pay for registered childcare. The College in conjunction with Employers for Childcare has introduced a scheme whereby part of your salary can be sacrificed for childcare vouchers before tax and national insurance are calculated. Employees purchasing Childcare Vouchers can save up to £77 per month on registered childcare through exemption from Tax and National Insurance Contributions.



Work Life Balance Benefits

Special Leave

The College has allowed specific provisions for circumstances under which employees are allowed paid or unpaid time away from work. Special leave is discretionary and in each circumstance a decision will be made by HR based on the information provided on the application form. For further information please visit the Special Leave Policy.

Flexi Scheme for Support Staff

This allows support staff (where applicable) to vary their daily hours of work around 'core' hours. The flexi-scheme may not be appropriate for all support roles across the College due to the specific operational requirements in place and this should be discussed with your line manager. Flexi-time allows staff to choose the times they start and finish work and they can vary the length and timing of their lunch break (both within an agreed framework). Under the scheme support staff can carry forward +/- 21.6hrs (pro rata for part-time staff). This scheme is dependent upon the business needs and the departments' core working hours; please confirm these terms with your line manager.

Flexible Working

The College offers a range of flexible working options to suit the lifestyle of employees and help meet their needs outside of work.

Examples include:

- Part time working
- Compressed working hours
- Job sharing
- Reduction in hours
- Term time working
- Career Break

Should you wish to consider any of these options, please discuss with your line manager.



Health and Wellbeing Initiatives

The College is committed to creating an environment where the Health and Wellbeing of all employees is valued. Our workplace will encourage and support employees to maintain and adopt healthy lifestyles through training, health checks, awareness raising events and policies. For more information visit Health and Wellbeing on the College intranet.

Sickness Absence Benefits

In addition to statutory sick pay, the College pays occupational sick pay to all employees on sick leave. The duration of this payment will be dependent upon your individual Terms and Conditions. The College also offers a supportive Return to Work service and access to Occupational Health provision.

Employee Assistance

The College has commissioned Inspire Workplace Services (formerly Carecall) to provide employees with an independent, confidential and professional counselling service. This is complementary to existing policies and procedures and is an important additional resource to support employees.

This is a confidential, independent, free service provided by the college to support its employees. Inspire provide 24 hour counselling with both telephone and face-to-face sessions, supporting a wide range of issues including legal and financial advice. The telephone number is free of charge and is Tel: 0808 800 0002. All calls are confidential and information is not shared with the College.

Cycle to Work Scheme

The College operates a Cycle to Work Scheme for staff members who wish to access a cycle through a hire purchase scheme. Payments are made directly from your monthly salary, prior to tax and national insurance contributions being deducted. Further information is available from the Human Resources Department.



Campus Fitness Suites

Through the Health and Wellbeing initiatives for staff, the College allows employees use of the existing fitness suites within the Newtownabbey, Coleraine and Farm Lodge campuses. Use of these suites is limited due to teaching and opening hours, please contact health.well-being@nrc.ac.uk to arrange an induction.

Health Wise

The College's Occupational Health provider, OHRD has provided all staff with access to their online hub, Health Wise. Health Wise provides information on all aspects of health advice and help including A-Z health conditions, Symptom checkers, Live Well, over 800 videos on health related advice and news and links to other webpages. It is easily accessed via the Health and Wellbeing section on the staff intranet and requires the password 'healthwise'.

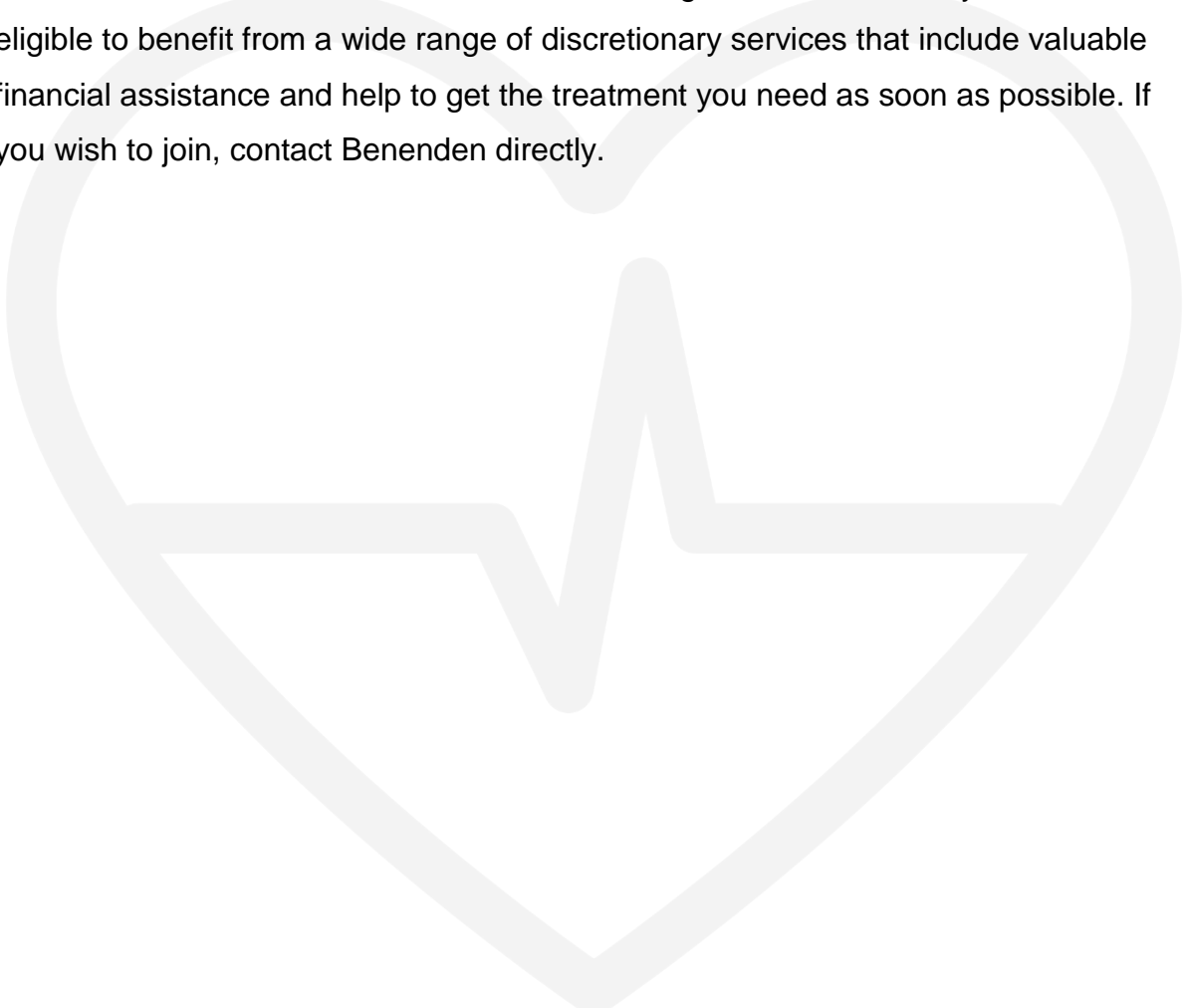
Mental Health Champions

There may be times when employees feel distressed or unable to cope with the pressures of everyday life. There are a number of College staff working on each campus who are trained as Mental Health Champions, and are equipped with the skills and knowledge to help those in a mental health crisis and signpost to specialist services. Should you need support or assistance with a mental health issue, you can speak in confidence to these staff members, who will be happy to help. Further Information is available on the [College intranet](#).



Benenden Healthcare

This is a UK-based mutual not-for-profit friendly society run for members, providing healthcare for those who work, or have worked, in the UK public sector. The scheme is open to all employees who may wish to join on a voluntary basis. All members pay the same flat rate per month, regardless of their circumstances. The current rate (as at April 2017) is £9.10 per person per month. The services you will receive include a UK-based GP advice line, stress counselling helpline, independent care advice service, and discounts on health screening. After six months, you will be eligible to benefit from a wide range of discretionary services that include valuable financial assistance and help to get the treatment you need as soon as possible. If you wish to join, contact Benenden directly.





Continuous Professional Development

Learning and Development

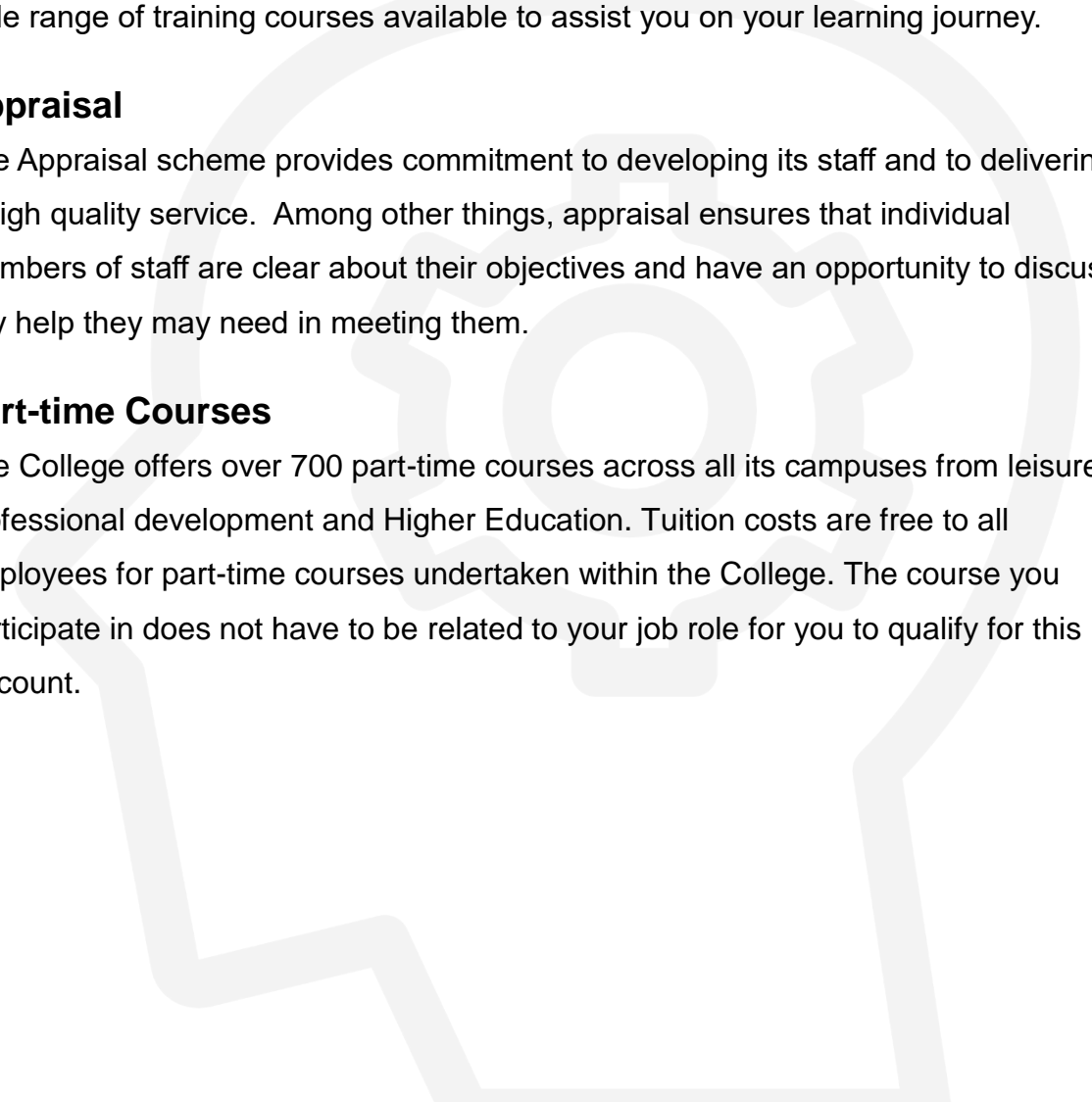
Northern Regional College has a great sense of pride in its employees and as such provides excellent opportunities for expanding and enhancing, not only your qualifications but also your skills and experiences. With the option to source your own training, as well as to sign up to training provided by the College, there are a wide range of training courses available to assist you on your learning journey.

Appraisal

The Appraisal scheme provides commitment to developing its staff and to delivering a high quality service. Among other things, appraisal ensures that individual members of staff are clear about their objectives and have an opportunity to discuss any help they may need in meeting them.

Part-time Courses

The College offers over 700 part-time courses across all its campuses from leisure to professional development and Higher Education. Tuition costs are free to all employees for part-time courses undertaken within the College. The course you participate in does not have to be related to your job role for you to qualify for this discount.





Other Incentives

Eye Tests

Employees that extensively use VDUs as part of their job description are entitled to apply for a refund of up to £20 per eye test from the College. The College will also contribute up to £55 towards the cost of corrective appliances that are specifically required for the use of VDUs.

Free Car Parking

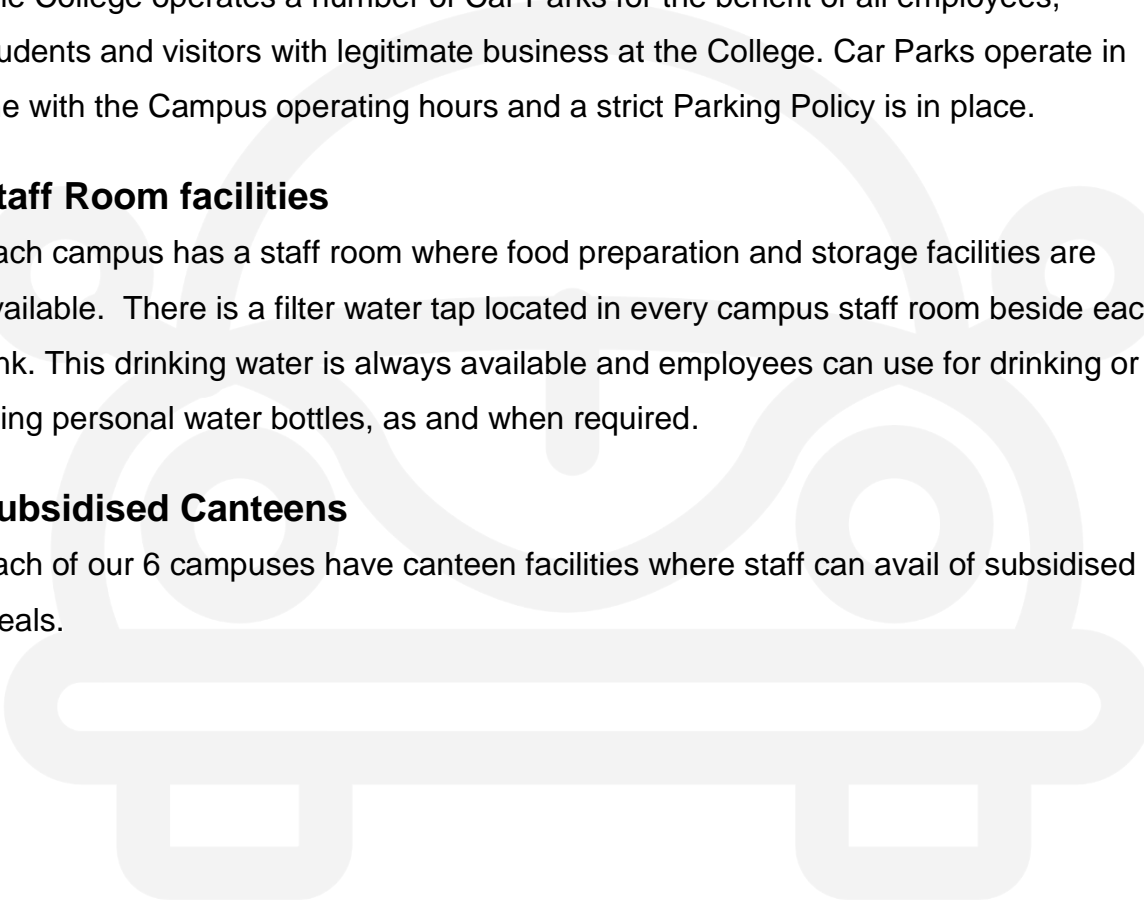
The College operates a number of Car Parks for the benefit of all employees, students and visitors with legitimate business at the College. Car Parks operate in line with the Campus operating hours and a strict Parking Policy is in place.

Staff Room facilities

Each campus has a staff room where food preparation and storage facilities are available. There is a filter water tap located in every campus staff room beside each sink. This drinking water is always available and employees can use for drinking or filling personal water bottles, as and when required.

Subsidised Canteens

Each of our 6 campuses have canteen facilities where staff can avail of subsidised meals.





Car and Home Insurance Discount

The College is partnered with AXA Insurance to provide all staff with access to a benefit insurance scheme which provides discount on home and car insurance. Your spouse/partner can also avail of the offer, provided they live at the same address.

To avail of the offer, go to www.axani.co.uk/NRC and click 'Get a Quote'. The promotion code will automatically be applied to your quote. This is accessible on PC, mobile and tablet devices. You can also call AXA direct on Tel: 028 9244 4666 or drop into a local branch to get your quotation. Just advise staff you are a Northern Regional College employee to get the discount.

Office 365

The College offers an initiative from Microsoft called Faculty Advantage. This allows College staff to download full offline copies of Office 2013 Professional Plus, Office 2011 for Mac, and Office for iPad on up to five machines and five tablets per user.

You can download the full version of Microsoft Office for your personal use on up to five devices for free, and use it as long as you remain an employee of the College.

To download Microsoft Office follow these simple steps:

- Visit Office.com/GetOffice365
 - Click through to sign in with your NRC username and password and download
 - On the installation page select your language and click 'install'
- 