

Terms & Conditions and Staff Benefits

November 2007

Terms & Conditions

Offers of Employment

Offers of employment with the Refugee Council are subject to the receipt of satisfactory references, occupational health clearance, eligibility to work in the United Kingdom and where applicable an acceptable CRB check.

Hours of Work

Full time Refugee Council staff work 35 hours per week, excluding breaks. Part time working hours vary.

Salary

With the exception of Senior Management Team posts, all jobs are evaluated according to the Greater London Provincial Council job evaluation scheme to ensure equal pay across the organisation for work of equal value. The starting salary and grade of each job are included in the recruitment information.

Salaries are reviewed each April, in line with national pay agreements and length of service.

Smoking

A no-smoking policy operates in all Refugee Council buildings

Annual Leave

All full time Refugee Council employees benefit from 28 days' annual leave, excluding statutory holidays. Leave allowance is calculated pro rata for staff working part time, and those starting work part way through the year. The annual leave year runs from January to December.

Probationary Period

All appointments are subject to a six-month probationary period before confirmation in post

Notice Period

You are required to give one month's notice. The Refugee Council is required to give you notice in accordance with the length of your continuous service. You are therefore entitled to one month's notice for up to four years' continuous service. Thereafter the period of notice will increase by one week for each additional year of service up to a maximum of twelve weeks' notice on completion of twelve years' continuous service.

Staff Benefits

Training & Development

The Refugee Council is committed to the personal development of all its staff. A variety of opportunities are available to suit all learning types, ranging from an extensive range of classroom based courses, through self study options to online learning. Specialist external courses can be accessed as well as attendance at relevant networking or conference events. The Refugee Council supports Continuous Professional Development and time to undertake CPD activities is built into roles and rotas whenever possible. This encourages a flexible and creative approach to learning and development.

Managers have the opportunity to develop their practice and gain skills required for their role. Non-management staff are enabled to prepare for management roles with support in gaining nationally recognised qualifications for supervisors and first line managers.

Staff may access support for relevant part-time academic study. This may be study leave, for which up to one half-day per week is allowed, or an interest-free study loan to help meet course costs.

Our staff placement scheme fosters relationships across the organisation by providing the opportunity to shadow colleagues in another work area. Staff are encouraged to take a placement each year in a different team or service.

Employee Assistance Programme

In association with ACCOR Services, the Refugee Council provides for staff on temporary and permanent contracts of employment, the benefit of an Employee Assistance Programme. The benefit includes partners and close family members.

Pension Scheme

The Refugee Council operates a Group Personal Pension Scheme (GPP) to help staff plan for their retirement. You are entitled to become a member of the pension scheme after three months employment with the organisation. No contracting out certificate is in force as defined in Section 30 of the Social Security Pensions Act 1975, which means that you are not automatically contracted out of the state pension scheme and you will not be eligible to pay a reduced National Insurance Contribution. However on an individual basis you may elect to contract out via the scheme.

Scheme members are required to pay a defined monthly gross pension contribution of 3 - 5% of gross salary (which will be deducted at source). The Refugee Council will match your contribution up to a maximum of 5% gross salary to the scheme.

The Refugee Council will not make pension contributions into alternative pension arrangements in lieu of membership of its own scheme.

Trade Union

The Refugee Council has a procedural agreement with UNISON. Staff are encouraged to join

Family Friendly Policies

The Refugee Council believes that Work Life Balance and Family Friendly policies are beneficial to both the organisation and employees alike. They help attract and retain skilled staff and help employees by supporting them to meet their family responsibilities and commitments.

A brief outline of our Family Friendly policies is listed below:

- Flexible Working

Staff are entitled to request a change in their working hours in order to care for a child.

- Adoption

Staff are entitled to adoption leave and pay, for the purpose of adopting a child.

- Maternity Leave

This policy has been developed in line with ACAS recommendations, consultation with UNISON and in compliance with legal responsibilities and good practice.

- Parental Leave

As parents, staff are entitled to take unpaid leave, for the purpose of caring for a child.

- Paternity Leave

This policy sets out a father's/partner's entitlement to paternity leave and pay, for the purpose of supporting the mother at the time of birth or adoption of their child.

- Special Leave

In certain circumstances special leave will be granted, whether the leave will be paid or unpaid. This may include time off for to deal with personal or family emergencies, for bereavement or to undertake public duties.

- Time off for Dependants

This policy sets out an employee's right to take paid and unpaid time off for an emergency involving a dependant.

Child Care Vouchers

In partnership with Busy Bees, The Refugee Council offers Child Care Vouchers to help meet the costs of childcare. Eligible staff may sacrifice part of their salary to purchase vouchers which are exempt from tax and National Insurance.

Life Assurance

The Refugee Council provides its employees with life assurance at two times their salary (some conditions apply).

Performance Management

All staff receive regular supervision and an annual performance appraisal, which assesses past performance and sets objectives for the future.

Interest Free Loans

Interest free loans are available to employees for work-related purposes. These are:

- Season Ticket Loan

After the successful completion of the probationary period, staff may apply to the Refugee Council for an interest-free loan for the purchase of a travel season ticket between their home and place of work.

- Training Loans

Members of staff may apply for loans for relevant training purposes, or to help finance part-time study.

Sabbatical Leave

This is an opportunity given to employees to take unpaid time off for the purposes of research, study, serious self-development or travel. Entitlement will range from a minimum of 6 months to 1 year.

Employees are eligible for a period of sabbatical leave following completion of 3 years' service.