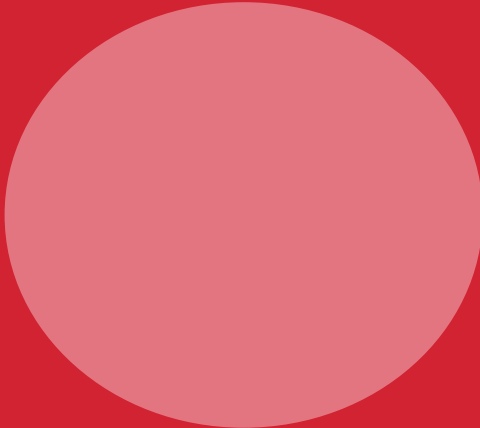


BENEFITS

Your Guide to UWS Staff Benefits



UNIVERSITY OF THE
WEST of SCOTLAND
UWS

Contents



1. Introduction

UWS People

“UWS will achieve its strategic ambition through its people”

(Extract from UWS Corporate Strategy 2014/20)

All our employees are at the heart of our business and having the right people in place and retaining them is key to our success as a University. Rewarding our employees is therefore an important component of our employment package and the University has a wide range of excellent benefits on offer to staff. These can enhance your personal and professional development, your health and wellbeing, your finances, and also help support the University’s policies on issues such as sustainable travel. Additionally, the University aims to encourage and recognise excellence among staff through our various recognition and reward arrangements. We are continuing to develop and expand on the number of benefits and offers for all our colleagues and we hope you will make the most of the benefits on offer – they are there for you!

If there is a staff benefit you would like us to introduce at the University, please get in touch with the Reward Team within People and OD.



2. Core Benefits

Employment at University of the West of Scotland offers a number of core benefits:

Salary

The University Grade Structure has 8 grades and is aligned to the national UCEA 51 point pay scale. Our salaries are benchmarked to ensure they are competitive. In addition, increments are awarded annually to staff on the 51 point pay scale, until the maximum normal point is reached. Beyond this, there are opportunities for further salary advancement under our Reward and Recognition schemes (See Section 7). There is an extension to the 51 point pay scale for our more senior staff with a built in annual pay review process.

Holidays

A competitive holiday entitlement is provided. This will vary depending on contract type but will be a minimum of 35 days (which includes 11 public/university holidays) for full time staff. Contracts of employment will clearly state individuals' annual leave entitlement. Our HR/Payroll system (iTrent) enables staff to record annual leave on-line which makes the process of requesting and approving leave seamless and easy to use.

Pension

All UWS employees are automatically enrolled into either Strathclyde Pension Fund (Professional Support Services staff) or Scottish Teachers Superannuation Scheme (Academic staff). The benefits that are provided include:

- a pension that increases each year in line with inflation
- a pension payable to your surviving spouse or partner on your death after retirement
- a tax free lump sum in exchange for some of your pension
- death in service protection
- a pension for your surviving spouse or partner on your death in service
- an ill health pension paid from any age if you have two years' service but are permanently unable to work
- your employer makes a significant contribution to the cost of the scheme
- tax and national insurance breaks which cut the cost of your own contributions
- the opportunity to top up your pension with Additional Voluntary Contributions (AVC).

Sick Pay

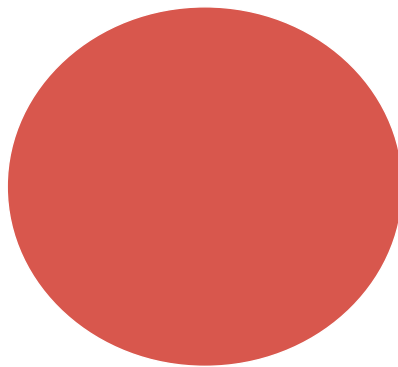
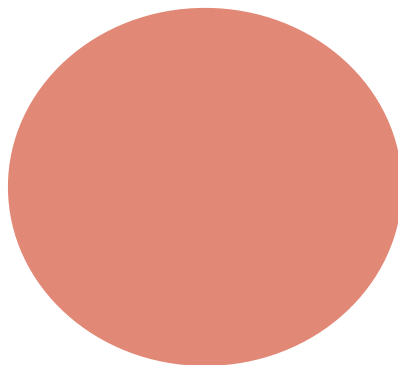
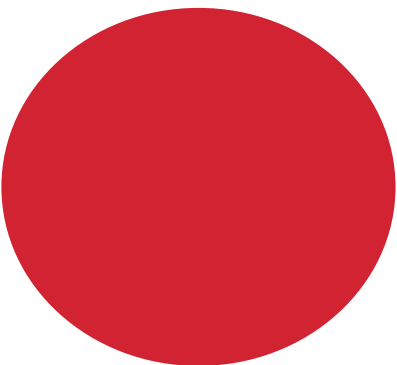
The University offers a generous occupational sick pay scheme beyond statutory requirements.

IT Access

Staff who have access to an IT device are provided with an email address and access to the University intranet. The intranet provides employees with access to a range of UWS policies, procedures and general information. Secure remote access from home to your email and documents is also available. You can view your payslips, request annual leave or inform us of changes to your bank account or personal details on-line using the HR and Payroll system, iTrent.

Communication

Regular communication to all staff via the weekly ebulletin informs staff of events, University news and key information. Staff without access to email are briefed by their manager on a regular basis through team meetings.



3. Campus Benefits

Christmas Closure

Each Christmas and New Year period, UWS closes its premises across all campuses. For the majority of staff this means that they are not required to come in to work during this period, giving the opportunity to relax and take a well-earned break over the festive period. For those who are required to work during this time, there will be the opportunity to get back the time and relax at a later date.

Dining and Catering

The UWS Canteen catering outlets deliver the kind of relaxing environments on campus that are normally found on the high street. Our facilities across the campuses have become a hub where UWS students and staff can socialise and relax. Delivering exceptional value for money, our restaurants offer a hot breakfast and lunch service where menus are designed by our professional chefs and follow healthy eating principles. Our coffee shops serve a choice of branded and non-branded speciality and regular hot drinks, together with a range of hot and cold sandwiches. Snacks and refreshments are also available from vending grab and go facilities across our campuses. We have Canteens across all campuses. Further information including opening times is available at <http://www.uws.ac.uk/about-uws/facilities/catering/>

Car Parking

If you come to work by car, you can use the free on-site parking facilities provided by the University (permit/fob required). Parking is on a first come first served basis as spaces are limited.

Car Sharing

Have you ever thought about car sharing as a means of travelling to and from work? UWS has an online system which allows you to arrange journey details and share the costs of travel. Car sharing has the following benefits:

- The typical commuter who car-shares every day saves around £800 a year.
- Increased personal security - you walk to and from the car with somebody else, if you breakdown you have someone else in the car.

- Better air quality and lower carbon emissions due to reduced traffic.
- Less congestion and quicker journeys due to fewer cars being on the road.
- An increased chance of finding a parking space, because fewer cars means less competition for spaces
- Provides a more sociable commute
- Designated car parking spaces for those participating in journeyshare.

Joining is simple...Log on to www.uwsjourneyshare.com to register your details and the journey you want to share. Use your UWS staff or student e-mail address when you register or contact Claire. roxburgh@uws.ac.uk for a password to register using an external e-mail address. Please read the terms and conditions and safety tips carefully.

The system will then match you with other registered members who live nearby who could share your journey. The results appear within a few seconds with all the details you need to help you decide which one of the possible budi's is the best match for you. The scheme also allows UWS staff and students to find walking and cycling budi's for your commute to UWS.

Library

We have over half a million items on the shelves at our four libraries, and registered Library users have access to them all. Our collection includes textbooks, journals, DVDs, maps, law reports, novels and theses, to name just a few examples, and you may request items from any campus to be sent to the campus of your choice for you to collect.

Unlimited access to the Library and E-learning facilities can be of great benefit to you in the pursuit of your learning, teaching, research and personal goals. There are also extended lending periods for staff.

Further information is available at <http://www.uws.ac.uk/about-uws/facilities/libraries/>

Transportation Links

Each of our 4 campuses is closely located to train and/or bus routes.

We also offer interest free loans for annual public transport season tickets. See Section 6 for further information.

4. Learning & Development

Continuous Professional Learning (CPL)

We recognise that your development is critical to the achievement of our priorities and plans and will provide continuing development opportunities to support you in your work and career. Staff will be supported in their development of a Continuing Professional Learning Plan.

Performance and Development Review

You will receive an annual Performance and Development Review which (in addition to ongoing support from your line manager) will help identify your learning and development needs and how these will be met. This process should give you the opportunity to develop yourself by acquiring skills and knowledge for your job role and also to prepare you for future roles.

Educational Qualifications

We are very supportive of those who wish to gain educational qualifications in many cases, particularly if they are UWS courses, and these will be provided at no cost to the individual.

Training Workshops

Within the university there is a range of training workshops which you will be able to access. The Department of People and Organisational Development offers a variety of opportunities including team building, mentoring and coaching, e-learning, management skills, etc. Further information is available on the People and OD intranet pages.

Academic Practice and Learning Development

Learning Development Services promotes the highest possible standards in learning and teaching in the University by providing a wide range of services and resources. Learning Development Services works to enhance and develop learning and teaching across the University. The team provide support, development and advice for academic staff on a variety of innovative pedagogic and technical services. The department also provides support for students in their learning both directly and through curriculum development in partnership with academic staff.

University Lectures and Events

University employees can attend university lectures on a wide range of subjects by both UWS colleagues and high profile external experts on a variety of subjects. Details of these lectures and events are publicised on a regular basis via email or the ebulletin.



5. Healthy Working Lives

Sports Facilities

The University encourages staff and students to be as active as possible and provides all the facilities you'll need to lead a sporting life.

At Ayr...

Located on the ground floor just off the atrium, the gym is easily accessible for staff & students. It is fully equipped with the latest state of the art treadmills, cross-trainers, cycles and rowing machines and a great range of strength resistance machines to target the upper and lower body. There is also a small functional training area with gym balls, medicine balls and sand bags. Staff are always on hand to assist with client needs and we can design fitness programmes to help you achieve your goals. Changing and shower facilities are also available close by.

At Hamilton...

Located on the ground floor of the Almada Building, Hamilton Sports Centre has an indoor sports hall and gym. There is a wide range of cardiovascular and strength resistance machines with a variety of free weights and plasma screens for integrated entertainment, games hall and recently refurbished changing facilities, including disabled changing and shower area.

Professional instruction and supervision are available with fitness programmes tailored to meet client needs. There is also a range of activities and clubs available including Badminton, Basketball, Netball, Table Tennis, Tae Kwon Do, and 5-a-side Football. New exercise classes start every Autumn for staff and students.

At Paisley...

Located about two miles from Paisley Campus beside Thornly Park student residences, the Centre's extensive facilities provide a wide range of indoor activities within the large Sports Hall catering for badminton, netball, basketball, table tennis, aerobics and martial arts. Externally, three floodlit all weather pitches are available for tennis, five-a-side football, rugby, hockey and other sports. Changing and shower facilities are available for both indoor and outdoor pursuits.

The gym now includes a large facility on the upper floor, fully equipped with the latest state of the art treadmills, body trainers, cycles and rowing

machines, all with TV monitors, along with resistance machines for upper and lower body exercises, recumbent cycles, exercise balls and a warm up/cool down area.

The smaller ground floor gym has been adapted to provide a range of fully accessible facilities, focused mainly around the use of resistance equipment but also with kettlebells and a large range of free weight barbells and dumbbells.

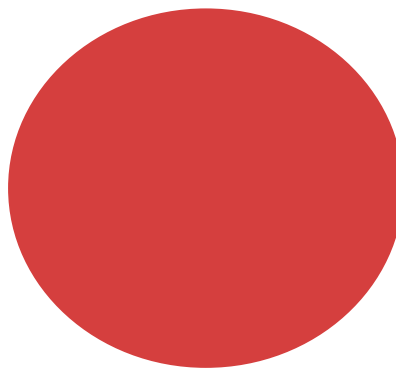
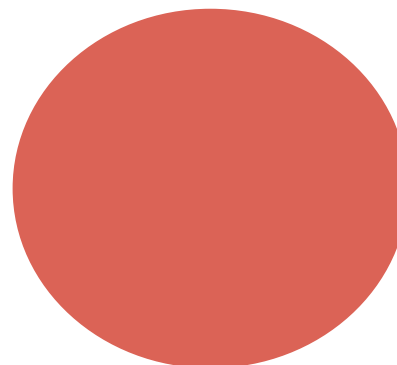
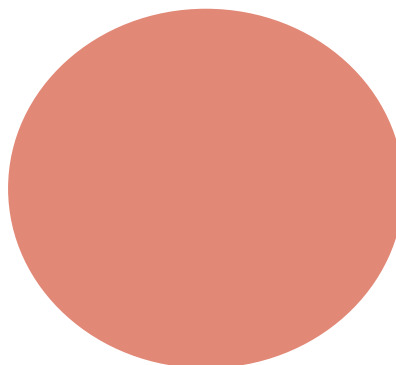
There are also a number of fitness classes including Fit Club, Circuits, Metafit, Walk-Jog-Run, Bootcamp and Insanity. A number of classes are held at lunchtime and, where possible, the University mini-bus can bring staff to the sports centre over lunch to participate in classes or use the gym facilities.

A range of sports clubs also meet and train regularly including Judo, American Football and Aikido.

Further information on all our campus sport facilities, opening times and our competitive pricing schedule is available at www.uws.ac.uk/about-uws/facilities/sports/

Cycle to Work

Should you wish to travel to work by bicycle the University has partnered with Cyclescheme to operate the UWS Cycle To Work Programme, giving you the opportunity to get a tax free bike through monthly salary sacrifice payments, saving a minimum of 25% of the cost of a bike.



Health Screening

Our active Occupational Health team regularly promote healthy lives, with a variety of events such as:

Know Your Numbers: The Know Your Numbers campaign encourages adults across the UK to know their blood pressure numbers and take the necessary action to reach and maintain a healthy blood pressure.

Lifestyle Screening: Taking place annually in March, staff have the opportunity to drop in and have various screening such as blood pressure, cholesterol, and BMI.

Health Surveillance

Our Occupational Health Manager oversees all health surveillance matters under COSHH regulations.

Eye Tests

All employees who regularly use display screen equipment (DSE) are eligible to claim an eyesight test. If spectacles are prescribed solely for DSE work, employees are entitled to claim back £44 against the cost of the lenses and frame. Employees should consult with Health and Safety Services prior to arranging an appointment with an optician.

Health Fairs

Various health fairs occur across the campuses including smoking cessation, healthy heart, etc. These are notified to staff via the ebulletin.

Complementary Therapy

There are regular opportunities for reflexology, Reiki and Indian head massage carried out by an external therapist, at competitive rates. Information is circulated on a regular basis via the ebulletin.

Mindfulness

Mindfulness is the ability to see things as they really are, without the cloud of feelings, prejudice, or even mood. It is practised through meditation exercises while sitting, lying and walking.

Free Mindfulness Practice Group in Ayr: The session involves a 30 minute guided mindfulness practice and there will be time for reflection, discussion and questions after this. Further information is available at www.simplybeing.org.uk/index.php/mindfulness-class

Free Mindfulness Practice Group in Hamilton: The group meets weekly in the Caird Building. Further information is available at <http://martinstepek.com/mindfulness-classes/mindfulness-classes/>

Free Mindfulness Awareness Class in Paisley: Weekly lunchtime sessions held in F113 on Wednesdays 12pm - 1pm. Further information is available from Wendy at wendy@wendycurran.com

Employee Assistance Programme

UWS has funded a Health Assured Employee Assistance Programme (EAP) to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing. The telephone services are accessed via the freephone number 0800 030 5182.

The EAP offers cover for the employee and their immediate family members who reside at the same address, including children in full-time education. The service provides access to:

- Stress helpline
- Structured telephone counselling
- Tax Advice
- Legal advice (the EAP will not provide employment law advice)
- Eldercare
- Childcare
- Medical information

These are all accessible via the Health Assured website. Once you have entered the site you will be prompted for the following login details:

Username: **University** | Password: **WestScotland**



Yoga

There are weekly Yoga sessions held at Paisley campus, 12-1 on a Wednesday at a cost of £4.

Spaces of Contemplation

The spiritual care team at UWS is a multi-faith and belief team which offers personal support for students and staff, regardless of religious affiliation.

Rooms for staff and students to have some time for spiritual or non-spiritual reflection are available at each campus and are available during normal opening hours of the University:

Ayr

Room 2.069 on Level 2

Student Link or call 01292 886005

Dumfries

Room 2087 in Dumfries and Galloway College

Student Link or call 01387 345825

Hamilton

Room A619

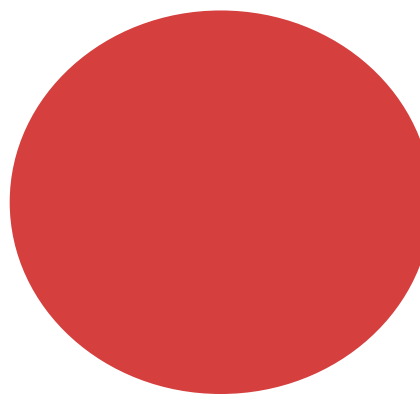
Student Link or call 01698 894448

Paisley

Room J207, Elles Building west

(The room can be arranged with the help of moveable screens to accommodate requirements for prayer, meditation or quiet time) Student Link or call 0141 848 3803

For further information,
please visit www.uws.ac.uk/spiritualcare



6. Lifestyle Benefits

UWS Employee Discounts

UWS Employee Discounts is an on-line shopping platform which gives UWS employees access to retail offers and discounts. Savings on everything from supermarket shopping to meals out and holidays are available for those who wish to register, throughout the year. Discounts are offered from over 3,500 retailers in a variety of forms such as on-line discounts, cash back, reloadable cards or SMS vouchers, all of which can provide significant savings for employees. You can even share the savings with your friends and family.

You can register for free by following 3 simple steps:

1. Go to <http://uws.corporateperks.com>
2. Click "Register Now"
3. Enter your details and your work email address

If you don't have a university email address, you can tick the box where it says "Check here if you don't have a work email address" and then on the next page enter the ORG Code uwseds.

Some ways to save...

Shopping Cards

Save on over 60 high street brands with reloadable and instant shopping cards

Upfront Offers

It only takes one click and you can save on thousands of retailer sites

Local Deals

Locate your nearest offers at work or at home

Points

Earn WOWpoints on your purchases and spend them back through the site at your favourite retailers

The programme is free to use but you have the opportunity to upgrade your membership for a small annual fee which will provide greater savings on selected products

Access to UWS Employee Discounts is a benefit provided by University of the West of Scotland. Offers presented are only available to authorised members of UWS Employee Discounts.

University of the West of Scotland does not promote or endorse any of the products, services or organisations within the UWS Employee Discounts website. Uptake is entirely voluntary and at your own risk and any queries should be raised directly with the relevant organisation. University of the West of Scotland does not accept liability for any external web links provided. Please note that all benefits available are subject to change.

Interest free loan for annual public transport season tickets

If you travel to and from work on public transport, the University offers an interest free loan for the purchase of annual season rail tickets and zone cards. The cost of the loan is spread over 12 months, being deducted from your net pay in 12 monthly instalments. Please obtain further information from the Payroll Department prior to purchase as claims cannot be made via Expenses.



Local Discounts

There is a range of discounts available for UWS employees from local retailers. These include:

- APH (Airport Parking Hotels)
- Airport Park and Ride
- Barrhead Travel
- Eigen Interior Collections
- Glasgow Club
- Forest Holidays
- Renfrewshire Leisure
- Thomas Cook (Paisley and Dumfries branches)

Further information is available on the People and OD intranet.

Coming soon...
Car Salary Sacrifice Scheme



7. Reward & Recognition

Salary Recognition and Reward

This scheme aims to recognise and reward sustained excellence, outstanding contribution or exceptional performance. It is evidenced by an individual's outcomes in the UWS Performance & Development Review process. To ensure maximum opportunity for staff to be recognised, the scheme is accessible through self-application (supported by Dean/Head of Department) or management recommendation.

The scheme allows for reward in the form of one of 3 ways with defined criteria:

Award type	Award Criteria	Eligibility Criteria	Award payment
Ex Gratia Award	Exceptional performance where work is a one-off contribution	6 month in post qualifying period	3% of salary (non-consolidated)
Accelerated Increment	Exceptional performance considerably above the normal expectation or has taken on additional responsibility within the grade level or demonstrates sustained behaviours which allow the role to be achieved more effectively	12 month in post qualifying period	Normally one additional increment (consolidated)
Contribution Increment	Consistently demonstrates exceptional performance and accompanying behaviours (over a period of at least 2 years) which can be evidenced through PDR and provides outstanding service to the School, department or University and is undertaking some higher level activities (but not enough to warrant re-grading)	Staff must be at normal maximum point of salary scale	Contribution increment (consolidated)



Local Staff Recognition

The Local Staff Recognition Scheme enables managers to recognise staff at Department or School level through a suite of non-salary related rewards. Local staff recognition rewards are designed to recognise those employees, as individuals or teams, who regularly demonstrate key attributes linked to the UWS values.

STARS Awards

(Staff Appreciation & Recognition Scheme)

The Staff Appreciation and Recognition Scheme recognises those employees who have made a positive difference to the students, staff or University in general, nominated by the staff and students themselves. Our STARS Awards, held annually in June, are a flagship event which everyone looks forward to. There are 6 award categories and all our nominees receive a glass paperweight as a small token of the University's appreciation. Our winners and highly commended award recipients receive a glass award, cheque, as well as an invitation to the STARS Award event. Further information is available at www.uws.ac.uk/stars

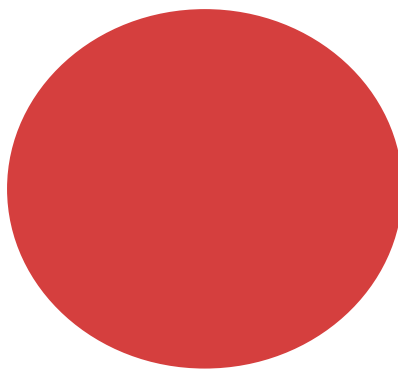
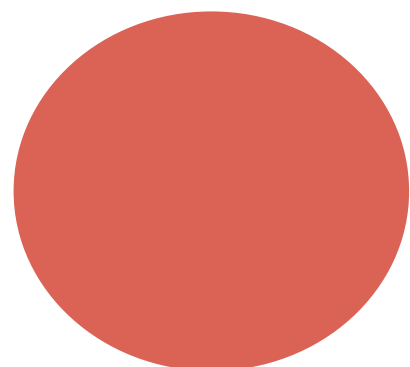
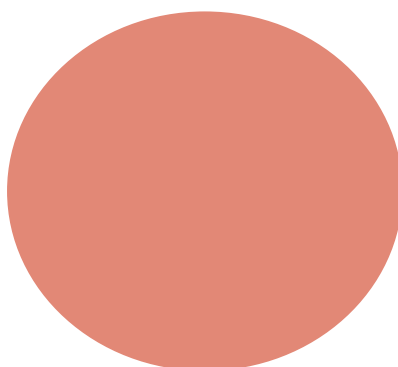
Service Recognition

The University appreciates the commitment and loyalty of its staff and acknowledges this by linking length of service to the provision of a number of loyalty rewards. A formal afternoon presentation is held annually for all staff qualifying under the terms of the policy (i.e. those with 10, 20, 25, 35 and 40 years' service) with various rewards provided, depending on length of service.

Further information on all these schemes is available on the People and OD intranet pages.

Re-grading and Promotions

The University recognises that an employee's role may grow and develop over time as business requirements change. The University is committed to ensuring that roles are correctly graded and that we provide equal pay for work of equal value. Our re-grading and promotions procedures are available on the People and OD intranet.





8. Work Life Balance

Family friendly policies

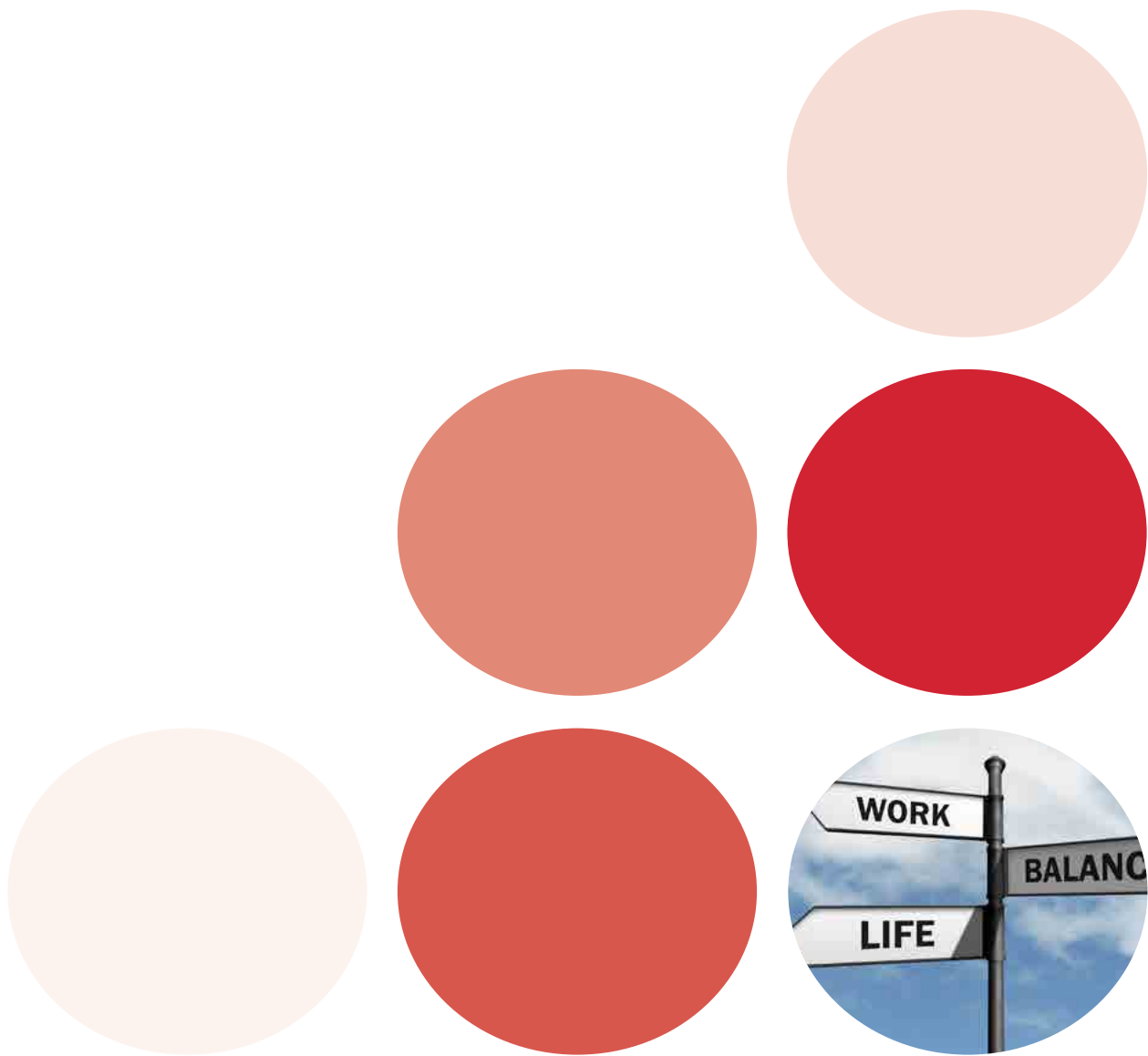
Depending on your length of service, we offer maternity, paternity and adoption pay and leave above the statutory level.

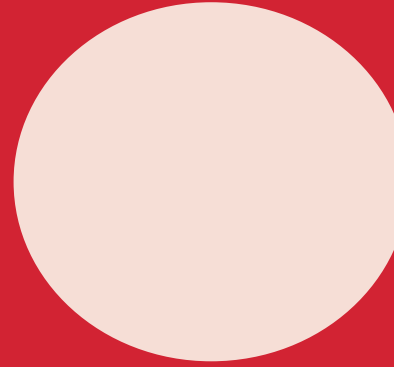
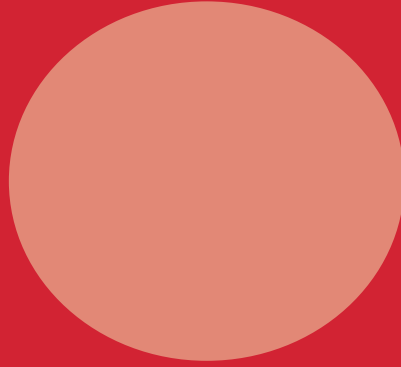
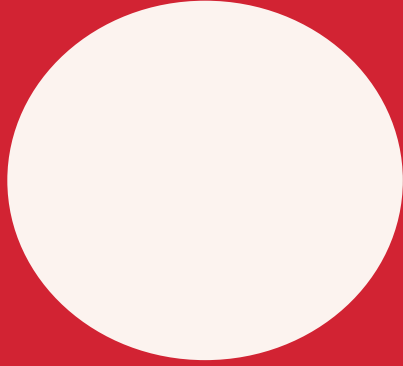
Childcare vouchers

We offer a childcare voucher scheme run by Sodexo, which allows some or all childcare costs to be paid directly from an employee's salary before Tax and National Insurance contributions are deducted, offering a tax and NI saving.

Flexible working

Rather than being in a work routine that may not suit the other commitments in your life, flexible working opportunities allow you to look at other ways of achieving your working week. A flexible approach to working arrangements brings benefits to both the university and employees. Our flexible working schemes include part-time working, job sharing and the opportunity to apply for flexible working hours. You can adopt an approach that is right for you and the University, subject to application, consultation and approval by your line manager. Further information is available on the People and OD intranet pages.





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This booklet can be made available in other formats.

The information in this booklet is correct at time of going to press, and is subject to change from time to time.