

# Benefits

Your Guide to UWS  
Colleague Benefits



UNIVERSITY OF THE  
WEST *of* SCOTLAND

**UWS**

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A large, light gray circular graphic in the bottom right corner of the page. Inside the circle, the letters 'UWE' are stacked vertically in white, and 'US' is positioned below them, with the 'U' in red and the 'S' in white. The 'E' in 'UWE' is also red.

U  
WE  
US

# 1. Introduction

## UWS People

*"We value our people and UWS is a great place to work"*

*(UWS Truths - Strategy 2025)*

All our colleagues 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 colleague benefit you would like us to introduce at the University, please get in touch with the Reward Team within People and Wellbeing.



# 2. Core Provision

## Salary

The University Grade Structure has 8 grades and is aligned to the national UCEA 51 point pay scale. Annual cost of living pay awards are negotiated nationally with an effective date of 1st August. 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. UWS is also proud to be an accredited Real Living Wage employer.

## Holidays

A competitive holiday entitlement is provided.

This will vary depending on contract type but will be a minimum of 36 days (which includes 12 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 online which makes the process of requesting and approving leave seamless and easy to use.

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.

## Pension

Access to a high-quality occupational pension scheme is an important and valuable benefit. As a scheme member, you get an excellent package of pension benefits which are index linked and guaranteed by the government.

For example, once you have accrued two years' service you'll be entitled to receive a pension payable for life when you retire.

Further benefits include:

- a pension for life 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
- our 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).

UWS employees are automatically enrolled, subject to auto enrolment assessment, into either Strathclyde Pension Fund (Professional Support Services staff) or Scottish Teachers Superannuation Scheme (Academic staff). Although enrolment is automatic, scheme membership is not compulsory and you can opt out if you choose.

## Sick Pay

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

# 3. Campus Benefits

## Dining and Catering

UWS 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.

## Car Parking

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

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 <https://liftshare.com/uk/community/uws> to register your details and the journey you want to share. Use your UWS staff or student e-mail address when you register. 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 buddies is the best match for you. The scheme also allows UWS staff and students to find walking and cycling buddies 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 <https://www.uws.ac.uk/library/>

## Transportation Links

Each of our 5 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

## Continuing Professional Development (CPD)

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 Development Plan.

## My Contribution

You will receive an annual My Contribution Review which (in addition to ongoing support from your line manager) will help identify your review and set objectives 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 are often provided at reduced cost to our colleagues.

## Training Workshops

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

## Learning Transformation

UWS promotes the highest possible standards in learning and teaching in the University by providing a wide range of services and resources. Learning Transformation 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.

## 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.



## Equality and Diversity

At UWS we're committed to equality and diversity in all we do. Not only does this have a positive impact on the communities we serve.

There are currently six employee networks within the University, championing equality, diversity, and inclusion at UWS. Our employee networks provide a safe and supportive space to connect with peers, share experiences and raise any concerns. Employee networks are also instrumental in shaping policies or generating ideas and solutions for positive working practices. The current networks include:

- LGBTQIA+ Network - UWS Liberty Network
- Women's Network - Women's HighER
- Black Asian and Minority Ethnicity (BAME) Network
- Disability Network - Disability Action Network
- Men's Mental Health Network - Men's Head On
- Menopause Network

## Mentoring

The purpose of mentoring is to provide additional support to less experienced staff who, generally, are new to the university, are working towards promotion or have been promoted to a bigger role. Mentoring has been described as a process in which a person (mentor) is responsible for overseeing the career and development of another person (mentee). The People Experience team can provide guidance on the selection and setup up of mentoring relationships, alongside how to get the most out of being a mentor or mentee at UWS. Mentoring provides individuals with an opportunity to develop new skills and expertise, to learn from the mentor's personal qualities and attributes, access advice from a more experienced person and to build confidence and capability in their role.

## One to One Coaching

A coaching session is a totally confidential, one-to-one meeting between an individual and a coach. The process of coaching involves the individual and the coach getting together to have a learning conversation with a focus on moving forward.



# 5. Healthy Working Lives

## Family Friendly Policies

We offer a vast range of family friendly provisions for our colleagues to support them throughout various life events:

- Adoption and surrogacy leave and pay
- Career breaks of between 6 months and 2 years
- Carer's leave
- Carer's fund to cover costs for attending events
- Dependant's leave and pay
- Maternity leave and pay
- Parental Paternity leave and pay
- Shared parental leave
- Surrogacy

### Maternity Leave

Individuals are entitled to 52 weeks' maternity leave regardless of length of service with the University. This consists of 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave. If the individual returns to work before the end of the 52 week entitlement, they can share the balance of leave with their partner, under our Shared Parental Leave procedure.

We offer an enhanced package of maternity pay to employees who qualify for SMP and:

- continue to be employed by the University until immediately before the beginning of the 11th week before the EWC, and
- have more than 26 weeks' continuous service and
- intend to return to work for a minimum of 3 months following maternity leave
- Individuals who meet the above criteria will have the option to choose which maternity pay package best suits their circumstances.

### Paternity Leave

Individuals who meet the eligibility criteria will be entitled to up to two weeks' paternity leave following the birth of a child or placement of a child for adoption.

### Adoption and Surrogacy Leave

Individuals are entitled to a total of 52 weeks' adoption leave, regardless of length of service, if they are the primary adopter.

We offer an enhanced package of adoption pay to individuals who qualify for SAP and:

- continue to be employed by the University until immediately before the adoption leave commences, and
- have more than 26 weeks' continuous service, and
- intend to return to work for a minimum of 3 months following adoption leave
- Individuals who satisfy the above criteria will have the option to choose which adoption pay package best suits their circumstances.

### Career Break

A career break is a period of special leave without pay which can be taken for a minimum of 6 months and a maximum of 2 years. To be eligible, an individual must have at least one year's service with the University. It can be used for the following reasons:

- to continue childcare following a period of maternity, adoption or shared parental leave
- to care for family
- to undertake voluntary work
- to travel abroad

### Carer's Leave

We offer an enhanced provision to all our employees, beyond the statutory provision. UWS is committed to recognising the needs of working carers and ensuring that our procedures and practices enable individuals with caring responsibilities to balance their caring responsibilities with their role at UWS.



## Buying additional holidays

Colleagues can purchase additional annual leave each year, of up to 10 days (pro rata for part time staff). This may be for a variety of reasons including taking an extended holiday or to assist with child care during school holidays.

## Birthday/Celebratory day off

All our colleagues are able to benefit from an additional day off on their birthday or another day in the month of their birthday if they are unable to take that particular day off or if they don't celebrate their birthday for religious or cultural reasons.

## 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 Connect pages.

## Employee and Family Support

All UWS employees and immediate family members who reside at the same address have access to our Employee Assistance Programme (EAP) provided by Health Assured.

Services provided include:

- 24-hour helpline
- Telephone counselling
- Face-to-face counselling
- Legal advice
- Bereavement support
- Access to online wellbeing suite
- My health advantage app which includes access to sleep, fitness and healthy recipe advice

### How to access:

Tel: 0844 891 0357 | Online: [wisdom.healthassured.org](https://wisdom.healthassured.org)

User name: university | Password: westscotland

Download My health app via your app store using employer code MHA008428

Our In-house Occupational Health service provide support to help maintain a healthy happy workforce. If you have any concerns about the effects your work is having on your health or your health is having on your work, please contact: **Occupational.Health@uws.ac.uk** | Monday - Thursday 07:45-17:00 | Friday 08:00 - 12:00

Access to Physiotherapy can also be arranged via: **occupational.health@uws.ac.uk**



## 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.

## 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.

## 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.

## 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

**Lanarkshire:** The Sanctuary, Building 1, Level 0 (Room 1.1.13), Student HUB 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) Contact The Student Hub or call 0141 848 3803

**London:** Conveniently located near a number of different faith and belief communities, providing venues to pray, worship, meditate or reflect.



# Sports Facilities

## Staff Gym Memberships

All staff can benefit from FREE access to UWS operated gyms on our Ayr, Dumfries, Lanarkshire and Paisley Campuses. You can activate your free membership by completing the [online gym membership form](#), once you have completed your membership application, please visit your local gym with your staff ID card to activate your gym membership. If you have any questions, please email [sportenquiry@uws.ac.uk](mailto:sportenquiry@uws.ac.uk) or visit [our website](#) for more information.

## Ayr Campus

It is located just off the Atrium and overlooks the river in room 2.090. The gym offers a wide range of equipment, and our staff are on hand to help you reach your fitness goals. There is a range of equipment available including cardiovascular machines, free weights and functional training equipment and a range of fixed resistance equipment. Fitness classes take place Monday to Friday, with onsite shower and changing areas available.

## Dumfries Campus

UWS students and staff at Dumfries Campus can access the gym and sports hall within the Dumfries & Galloway College building as part of the wider Crichton Campus partnership.

### Fitness Suite

UWS Sport assists with the operations of the gym within our Dumfries Campus. The gym comprises a range of cardiovascular, functional and resistance equipment and caters for all fitness abilities. Small group fitness classes are also available.

### Sports Hall

The sports hall can accommodate a range of activities such as badminton, netball and volleyball. The facility and equipment available are ample to support a wide range of sports and recreation programmes. The changing and individual showering facilities are situated next to the sports hall and fit-ness suite.

There are also a range of community facilities within the area see [Dumfries & Galloway Council Facilities website](#).

## Lanarkshire Campus

It is located in Building One on the ground floor next to the Restaurant and benefits from an exciting fitness suite and group fitness areas. The gym offers a wide range of equipment, and our staff are on hand to help you reach your fitness goals. The gym and exercise classes are available for anyone to use, you don't need to be a UWS student or a member of staff, and everyone is welcome.

The gym caters for all fitness interests and abilities. Installed in summer 2018, the facility contains a wide range of cardiovascular and fixed resistance machines, and strength & conditioning zone including a full range of free weights equipment. We also have a large functional training zone and areas for group fitness classes. Facilities also include onsite shower and changing areas.

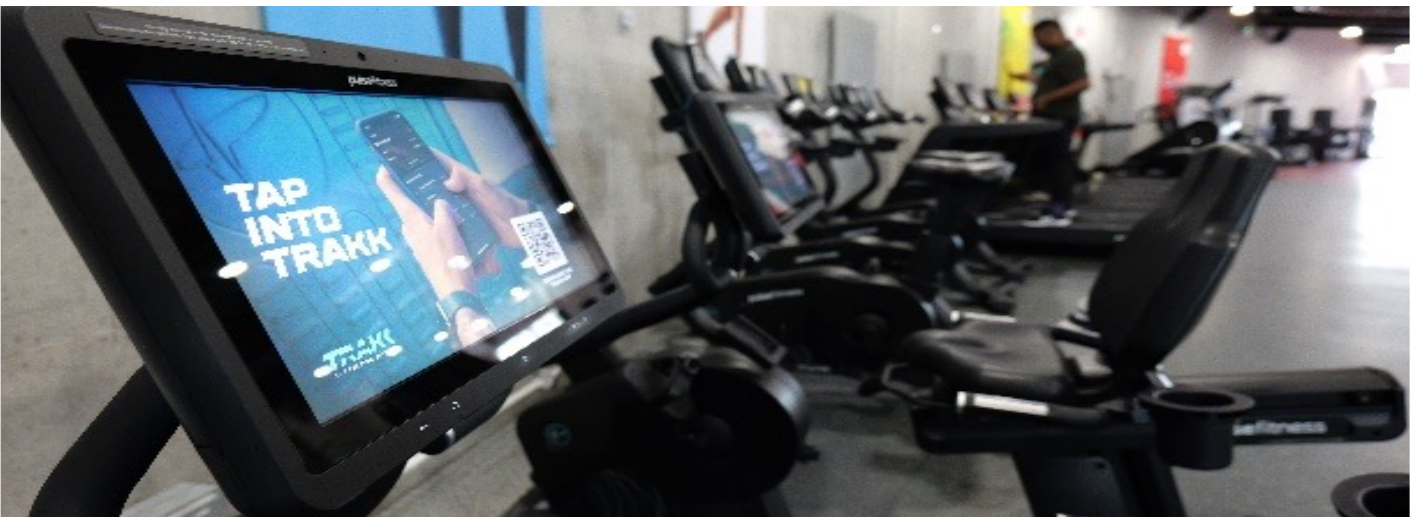
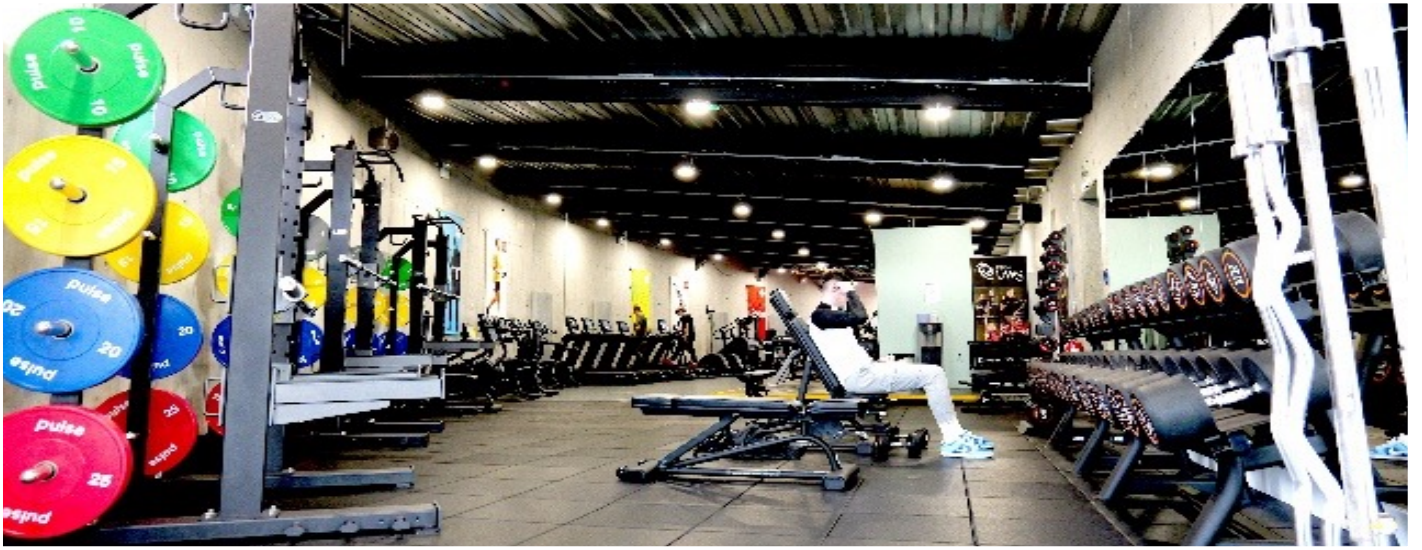
## Paisley Campus

Located on Level 3 of the Students' Union building. The gym offers a wide range of equipment, and our staff are on hand to help you reach your fitness goals. The gym caters for all fitness interests and abilities, and the wide range of facilities available including a cardio zone, abs and core area, fitness classes, free weights zone, functional training area and a resistance training area. Facilities also include onsite shower and changing areas.

The gym boasts a wide range of equipment including, Star Trac cardio machines, a wide range of resistance machines, barbells and dumbbells. In addition to this the gym facilities include functional areas comprising a range of equipment including boxing bags and suspension training stations. There is also an outdoor fitness area at the heart of the Paisley Campus which is available for staff and students to use.

## London Campus

UWS Sport partners with F45 Blackwall and PureGym East India Dock in London to offer students and staff the opportunity use their facilities. UWS Sport work in partnership with F45 Blackwall Gym and staff can access three free days of training to experience and trial the facility and services. On completion of the trial offer, UWS students and staff can benefit from a discounted rate at £165 per month for a full membership, compared to £199 per month. Options to pause your membership outside of term time are available. UWS Sport work in partnership with PureGym East India Dock to provide students and staff at our London Campus with gym facilities and to promote an active lifestyle opportunity around campus.



# 6. Lifestyle Benefits

## UWS Perks at Work

UWS Perks at Work 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 e-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 [www.perksatwork.com](http://www.perksatwork.com)
2. Click "Register Now"
3. Enter your details and your work email address

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 Perks at Work is a benefit provided by University of the West of Scotland. Offers presented are only available to authorised members of UWS Perks at Work. 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.

### First Bus Discount

UWS has joined First Bus Commuter Travel Club to provide staff with discounted bus travel. Purchasing your bus ticket through this scheme will give you unlimited travel which can be used to travel to and from work and at the weekends. There will be no cost to you to join the scheme, registration will be online using your UWS email address and a monthly payment will be made by Direct Debit.

The benefits of being part of this scheme include:

- Discounted monthly bus ticket (10% discount)
- Automatic mobile ticket renewal
- Unlimited bus travel for work or leisure
- Price frozen for 12 months
- Tickets sent straight to your mobile
- Never worry about renewing your bus ticket again
- If you lose your phone your ticket can be transferred to a new one

To join the Commuter Travel Club and purchase your ticket all you need to do is: Visit <http://www.firstgroup.com/ctc/employee> and select your travel area.

- Select UWS from the dropdown list
- Complete the online registration form
- You will need to verify your eligibility by entering your UWS email
- Once you have access to your Commuter Travel Club, you can then select which zone you wish to travel in and purchase your ticket



# 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 My Contribution 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 "Working with Others" framework.

## 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 Connect pages.

## 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.

Further information on all these schemes is available on the People and Wellbeing connect pages.



**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.