

### **Salary**

Paid 1 month in arrears on 28<sup>th</sup> of month

### **Pensions**

Defined Contributions Pensions scheme with employer contribution of 7.5% and employees' contributions 2.5% to 7.5% (increasing to a minimum 3% from October 2017 and 5% minimum from October 2018).

### **Working Hours**

37.5 hours each week (or as contracted for part-time staff), not including a minimum 30mins lunch break each day.

### **Core Hours**

Flexible start and finish times (between 0800-1800) outside of following core hours:

Monday to Thursday: 1000 to 1200, 1400 to 1600

Friday: 1000 to 1200, 1400 to 1500

### **Flexible Working**

TP&E will look to accommodate flexible working requests taking into consideration the impact on the organisation and other team members whilst striving to support a work-life balance for individual members of staff

### **Annual Leave and Public Holidays**

28 days paid holiday each year (including 3 days during office closure for Christmas and New Year) and 7.5 public holidays (pro rata for part-time employees).

### **Childcare Voucher Scheme**

Edenred Childcare voucher scheme open to all employees (after completion of probation). Vouchers can be redeemed with child-minders, holiday schemes, nannies, au pairs, nurseries, after-school clubs, playgroups and crèches. The scheme can provide childcare savings of up to £1,000 per year.

### **Travel to Work Loan Scheme**

Loan (after completion of probation) for purchase of an annual bus or rail season ticket at standard class travel.

### **Cycle to Work Scheme**

Salary sacrifice scheme provides employees (after completion of probation) who cycle to work with a tax free, long-term loan of a bike and safety equipment

### **Probationary Period**

All staff will work a three month probationary period.