



Working at the Met – Benefits of Working in Belfast Met

January 2015



Contents – Your Reward Package



Section 1: Salary



Section 2: Holidays



Section 3: Pension



Section 4: Family Related Benefits



Section 5: Other Benefits

Using this Booklet



Using this Document

A Message from Marie-Therese....



I believe in doing the right thing for our people. The College is striving to be an excellent organisation and a great place to work for all its people. A core part of this is what we as a College offer you as an employee

There is much more to working for Belfast Met than just purely the financial rewards but I recognise that this is an important part. I know that you value the quality of people that you work with, the opportunities that are available both within and outside of the College and having the ability to positively impact on students from across Northern Ireland and beyond

This booklet will provide you with information across a number of areas which make up your overall reward package as an employee of the College. You will find further information about some of the other benefits on offer which I hope will be of interest to you

How the Booklet is Structured

The booklet is broken down into several sections which give generic information on the range of benefits that are offered by Belfast Met

Each section outlines a core component of your overall reward package such as pension entitlement, holiday entitlement and so on

The information in the booklet is generic as information which is specific to you such as your exact holiday entitlement or spine point on a pay scale will be contained in your contract of employment or issued to you by the HR Department

This generic information has been broken down to reflect the contracts which are operated by the College – academic and support

Salary

1



Salary

Academic Staff

Salaries for academic staff are determined through negotiation at the Lecturers' Negotiating Committee (LNC), which covers all grades of lecturer from Lecturer to Head of Department (HoD). Hourly rates for part time lecturers are also determined by LNC.

The salary scales currently range from £22,362 to £53,310. Lecturers up to HoD grade may apply for a Threshold Payment (currently £2,583 per annum). Lecturers below Principal Lecturer Level who have been in receipt of a Threshold Payment for 2 years as at 1 September will receive a Deane Payment (currently £1,344 per annum)

Salaries are normally reviewed on a yearly basis. (September). The College requires approval on an annual basis from the Department for Employment and Learning (DEL) before it can implement pay awards, incremental payments and Threshold / Deane payments

Support Staff

Salaries for support staff are determined through negotiation at the Non-Teaching Staff Negotiating Committee (NTSNC), which covers all grades of support staff from Cleaner through to Head of Department.

The salary scales currently range from £12,264 to £59,439

Salaries are normally reviewed on a yearly basis (April). The College requires approval from the Department for Employment and Learning (DEL) on an annual basis before it can implement pay awards and incremental payments

Holidays

2



Holidays

Academic Staff

The leave year for academic staff runs from 1 September to 31 August of the following year

A Full-time Lecturer / Curriculum Area Manager is entitled to 49 days' annual leave

A Principal Lecturer / Head of School / Head of Faculty / Head of Department is entitled to 35 days' annual leave

In addition you are entitled to statutory / bank holidays (normally 12 per year)

You are entitled to carry over up to a maximum of 10 days unused holiday entitlement to the next leave year with the prior approval of your line manager

If you are an associate lecturer and work less than five days per week your annual leave, including statutory / bank holidays will be on a pro rata basis

If you are an hourly paid part-time lecturer you will receive a payment for your statutory entitlement to holidays in August each year

Support Staff

The leave year for support staff runs from 1 April to 31 March of the following year

You are entitled to annual leave in accordance with the following scale:

Spinal Points	Salary Scale	Minimum	After 5 yrs service
1-17	Band 1,2 ,3	21	28
18-25	Band 4	21	29
26-36	Band 5,6	23	30
38-49	Band 7,8,9	25	31
49 and over	Band 10 and over	27	33

In addition you are entitled to statutory / bank holidays (normally 12 per year)

You are entitled to carry over up to a maximum of 7 days unused holiday entitlement to the next leave year

All annual leave, including statutory / bank holidays is pro rata for part-time staff

Pension & Related Benefits

3



Pension & Related Benefits

Academic Staff

New staff are automatically enrolled into 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. Existing staff who have opted out may re-join the scheme

The scheme not only provides you with a regular income after you retire but can also provide a lump sum. It also gives financial protection to your family or other dependants if you die in service and enhanced benefits for early retirement on ill-health

As a member of the NITPS your contribution rate depends on how much you are paid (please see next page for further details)

In 2014, your contribution will be between 6.4% and 12.4%. The College pays a further **13.6%**. (rates will be reviewed by NITPS on a regular basis). You will also receive income tax relief on your contributions

For those employees who have opted out of the Teacher's Pension Scheme or NILGOSC, an alternative scheme is used in line with auto enrolment arrangements – National Employment Savings Trust (NEST)

Support Staff

New staff are automatically enrolled into the Northern Ireland Local Government Pension Scheme (LGPS). This is a contributory scheme administered by the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC). Existing staff who have opted out may re-join the scheme

The scheme not only provides you with a regular income after you retire but can also provide a lump sum. It also gives financial protection to your family or other dependants if you die in service and benefits for early retirement on ill-health or redundancy

As a member of LGPS your contribution rate depends on how much you are paid. (please see next page for further details)

In 2014 your contribution will be between 5.5% and 7.5% of your pensionable pay. From April 2015 this will change to between 5.5% and 10.5% depending on which pay band you fall into. The College pays a further **20%**. (rates will be reviewed by NILGOSC on a regular basis). You will also receive income tax relief on your contributions

Pension & Related Benefits

Academic Staff

F/T, Associate and Job Share Staff – 2014 Rates

Pensionable Pay Range (full time equivalent pay)	Contribution Rate
Up to £14,999	6.4%
£15,000-25,999	7.2%
£26,000-31,999	8.3%
£32,000-39,999	9.5%
£40,000-44,999	9.9%
£45,000-74,999	11.0%
£75,000-99,999	11.6%
>£100,000	12.4%

Hourly Paid P/T Lecturers – 2014 Rates

Part Time Lecturer Hourly Rates	Full Time Equivalent amount (Hrly Rate x 920)	Contribution Rate
22.37	£20,580.40	7.2%
30.47	£28,032.40	8.3%
35.67	£32,816.40	9.5%

Support Staff

2014 Rates

Pensionable Pay Range (full time equivalent pay)	Contribution Rate
Up to £14,000	5.5%
£14,001-16,500	5.8%
£16,501-21,300	5.9%
£21,301-35,600	6.5%
£35,601-47,700	6.8%
£47,701-89,400	7.2%
> £89,400	7.5%

Rates - From April 2015

Pensionable Pay Range (actual earnings)	Contribution Rate
Up to £14,000	5.5%
£14,001-21,300	5.8%
£21,301-35,600	6.5%
£35,601-43,000	6.8%
£43,001-85,000	8.5%
> £85,000	10.5%

Pension & Related Benefits

Academic Staff

Ill-Health Retirement

To qualify, the pension scheme must be satisfied that illness will permanently prevent you from teaching

Death in Service

A death in service payment can be paid to a person you nominate, to your widow, widower, civil partner or, if you are unmarried or have not registered a civil partnership or nominated a partner when you die, to your estate

Redundancy

If you leave pensionable employment there are three options open to you:

- a) Leave your pension credit in the teachers' superannuation scheme; this is called 'preservation';
- b) Transfer your pension credit to another pension provider
- c) If you have not qualified for benefits take a repayment of your pension contributions

Further details are available at

http://www.deni.gov.uk/index/school-staff/64_teachers-pensionscheme_pg.htm

Support Staff

Ill-health benefits

To qualify, the pension scheme must be satisfied that you will be permanently unable to do your own job and have a reduced likelihood of being capable of undertaking another job before age 65

Death in Service

A death in service payment can be paid to a person you nominate or to your husband, wife, civil partner or nominated cohabitee

Redundancy

- Aged 55 or over you will be entitled to the immediate unreduced payment of your Scheme benefits
- Under age 55, your benefits will become deferred and will remain in the Scheme until the normal retirement age of 65

Further details are available at

<https://www.nilgosc.org.uk/>

Pension & Related Benefits

Academic Staff

Teacher's Pensions Branch can be contacted at:

Teachers' Pensions Branch

Waterside House

75 Duke Street

LONDONDERRY

BT47 6FP

Telephone: 028 7131 9000

E-Mail: teachers.pensions@deni.gov.uk

Support Staff

NILGOSC can be contacted at:

NILGOSC

Templeton House

411 Holywood Road

BELFAST

BT4 2LP

Telephone: 0845 308 7346

E-Mail: info@nilgosc.org.uk

Website: www.nilgosc.org.uk

Family Related Benefits

4



Family Related Benefits

Benenden Healthcare

Benenden Healthcare 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. All members pay the same flat rate per month, regardless of their circumstances. The current rate (as at July 2014) is £8.19 per person per month

The services you will receive from the moment you join include a UK-based GP advice line, stress counselling helpline, independent care advice service, and discounts on health screening

After 6 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

Employee Assistance

The College has commissioned 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

Family Related Benefits

Occupational Maternity Leave / Pay

All female employees are entitled to take up to 52 weeks' maternity leave regardless of the 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 to 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 year's continuous service are entitled to 18 weeks' unpaid Parental Leave to care for their child who is under 5 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 4 weeks' Parental Leave can be taken in any one leave year in respect of any individual child

Details of the qualifying conditions are contained in the College's Parental Leave Scheme

Family Related Benefits

Carer Leave – Support Staff

Carer Leave can be defined as short term leave to respond to the immediate needs of a carer normally arising from unplanned and unforeseen circumstances including:

- Illness of a child or close relative
- Breakdown of normal carer arrangements;
- Making arrangements to cope with a longer term care problem

Support Staff may be granted up to 5 days' paid Carer Leave per year (1 April to 31 March of the following year)

Discretionary Leave

Leave for particular purposes may be granted at the discretion of the College on a paid or unpaid basis

Leave with pay under this heading is not part of an employee's annual leave entitlement

For further details please see separate Discretionary Leave Policies for Support Staff and Teaching Staff)

Family Related Benefits

Flexi-Time

Flexitime 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

Flexitime 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)

The Flexitime framework operates around 'Coretime' – this is the part of the day when all employees should be present, unless their absence has been authorised. The core times for full time staff during the day are: (pro-rata arrangements will be applicable for part time staff)

- 10.00 am to 12 noon; and
- 2.00 pm to 4.00 pm

The scheme also allows the carry over of any excess or deficit in hours accrued or owed up to maximum of **8 hrs** beyond one accounting period (1 mth) and ultimately allows staff to take time off for any extra hours worked over and above their contracted hours

Flexible Working

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

Examples include:

- Part time working
- Compressed working hours
- Job sharing
- Term time working

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

Family Related Benefits

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

Employees purchasing Childcare Vouchers can save up to £77 per month on registered childcare through exemption from Tax and National Insurance Contributions

Details are contained in the College's Childcare Voucher Scheme

Other Benefits

5



Other Benefits

Eye Tests

As an employee you are entitled to eye tests provided by the College should your job entail you using a display screen on a daily, or near daily basis during your working hours

This would involve using a screen in excess of an hour at a time, or repeatedly over the day totalling at least two hours

You are also entitled to spectacles for display screen equipment (DSE) use, if they are needed and normal ones cannot be used

Retesting will normally be done on an annual basis. Arrangements for the testing will be made through the Human Resources Department and a form is available through the intranet services

Cycle 2 Work Scheme

Belfast Met, in association with Halfords is running the Cycle 2 Work Scheme

It allows employees to receive a discount on the purchase of a bike and helps to get a valuable tax and national insurance discount of up to 32%

As well as the health and financial benefits of this scheme it also offers an environmental benefit. All the information is provided on the staff intranet within the EnviroMET folder

Other Benefits

Training and Development

Belfast Met 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 sign up to training provided by the College, there is a wide range of training courses available to assist you on your learning journey

Faculty Advantage - Microsoft

The College offers an initiative from Microsoft called “Faculty Advantage”

This allows staff of the college (all staff, teaching and support) to download full offline copies of Office 2013 Professional Plus, Office 2011 for Mac, and Office for iPad on up to 5 machines and 5 tablets per user.

You can download the full version of Microsoft office for your personal use on up to 5 devices – for free, and use it as long as you remain an employee of the College

To download Microsoft Office follow these simple steps:

For PC and Mac:

- Visit [Office.com/GetOffice365](https://www.office.com/GetOffice365)
- Click through to sign in with your BelfastMet username and password & download
- On the installation page select your language and click install

For iOS and Android please speak to a member of the IT Services Team

Other Benefits

Discounted Travel

The College offers discounted bus travel and bike purchase schemes through Payroll

This allows all employees to make savings on your National Insurance Contributions which reduces your travel costs and also your carbon footprint

Further details and terms and conditions on both schemes are available on the EnviroMET folder on the College's intranet

Other Benefits – Sick Pay

Academic Staff

If you are absent from work due to illness you will be entitled to receive Occupational Sick Pay in accordance with the following scale:

- During 1st year of service - full pay for 25 working days and (after 4 months' service) half pay for 50 working days
- During 2nd year of service - full pay for 50 working days and then half pay for 50 working days
- During 3rd year of service - full pay for 75 working days and half pay for 75 working days
- During 4th and subsequent years - full pay for 100 working days and half pay for 100 working days

Support Staff

If you are absent from work due to illness you will be entitled to receive Occupational Sick Pay in accordance with the following scale:

- During 1st year of service - 1 month's full pay and (after 4 months' service) 2 months' half pay
- During 2nd year of service - 2 months' full pay and 2 months' half pay
- During 3rd year of service - 4 months' full pay and 4 months' half pay
- During 4th and 5th years of service - 5 months' full pay and 5 months' half pay
- After 5 years' service - 6 months' full pay and 6 months' half pay

