



The Benefits of
Working at Belfast Met



Contents

Section 1: Salary

Section 2: Holidays

Section 3: Pension

Section 4: Family Related Benefits

Section 5: Other Benefits





Section 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 £22,609 to £53,897. Lecturers up to HoD grade may apply for a Threshold Payment (currently £2,612 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 £1,358 per annum)

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 £15,014 to £61,968 Salaries are normally reviewed on a yearly basis (April).

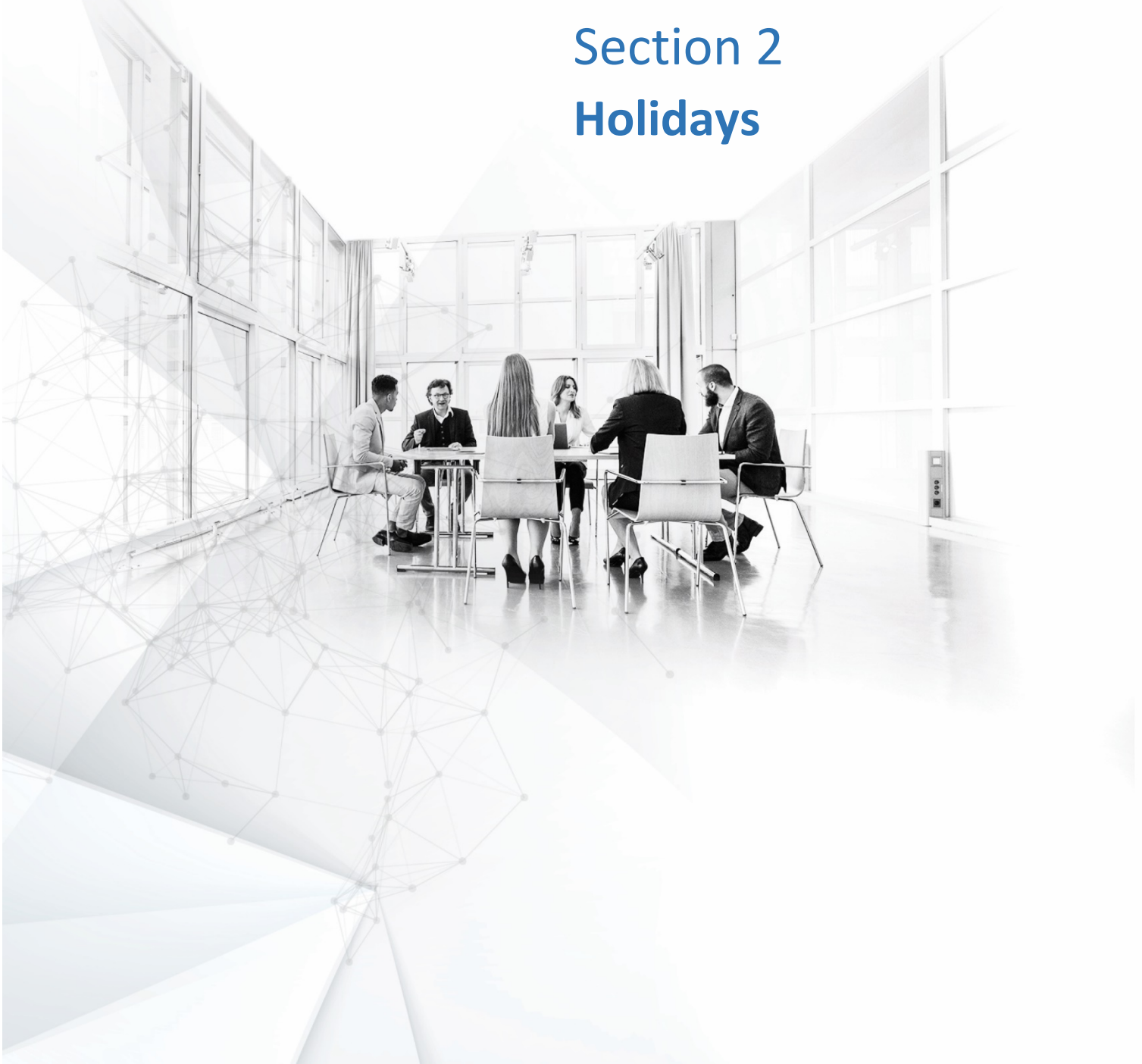
The College requires approval from the Department for the

Economy on an annual basis before it can implement pay awards and incremental payments



Section 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 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



Section 3

Pension



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 2018, your contribution will be between 7.4% and 11.7% depending on which salary band you fall into. The College pays a further 17.7%. (rates will be reviewed by NITPS on a regular basis). You will also receive income tax relief on your contributions.

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 2018 your contribution will be between 5.5% and 10.5% of your pensionable pay depending on which pay band you fall into. The College pays a further 19%. (rates will be reviewed by NILGOSC 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 inline with auto enrolment arrangements – National Employment Savings Trust (NEST)

Academic Staff

Rates 2018

Pensionable Pay Range (actual earnings)	Contribution Rate
Up to £27,047.99	7.4%
£27,048 – 36,410.99	8.6%
£36,411 – 43,171.99	9.6%
£43,172 – 57,216.99	10.2%
£57,217 – 78,022.99	11.3%
£78,023 and above	11.7%

If you work as a Hourly Paid Part-Time Lecturer the annual salary rate is determined by annualising your pensionable earnings in each pay period (i.e. on a monthly basis)

Support Staff

Rates 2018

Pensionable Pay Range (actual earnings)	Contribution Rate
Up to £14,500	5.5%
£14,501 – 22,100	5.8%
£22,101 – 36,900	6.5%
£36,901 – 44,700	6.8%
£44,701 – 88,300	8.5%
Above £88,300	10.5%

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

<https://www.education-ni.gov.uk/topics/teaching-staff/pension-scheme>

Support Staff

Ill-Health Retirement

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 your normal pension age

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 your normal pension age, usually your state pension age.

Further details are available at

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

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@education-ni.gov.uk

Support Staff

NILGOSC can be contacted at:

NILGOSC

Templeton House 411 Hollywood Road

BELFAST, BT4 2LP

Telephone: 0845 308 7346

E-Mail: info@nilgosc.org.uk

Website: www.nilgosc.org.uk



Section 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 who may wish to join on a voluntary basis. All members pay the same flat rate per month, regardless of their circumstances. The current rate (as at April 2018) is £10.25 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.

(please note – the above information has been provided as guidance only for staff . The College has not engaged Benenden to provide specific services for College staff.

Employee Assistance

Carecall on the behalf of the College 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

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 5 April 2015 employees who qualify also have the right to take Shared Parental Leave which allows the parents of a newly-born or adopted child to share what would have been the mother's maternity pay and leave.

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 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.

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).

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 'Core-time' – 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 month) 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


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

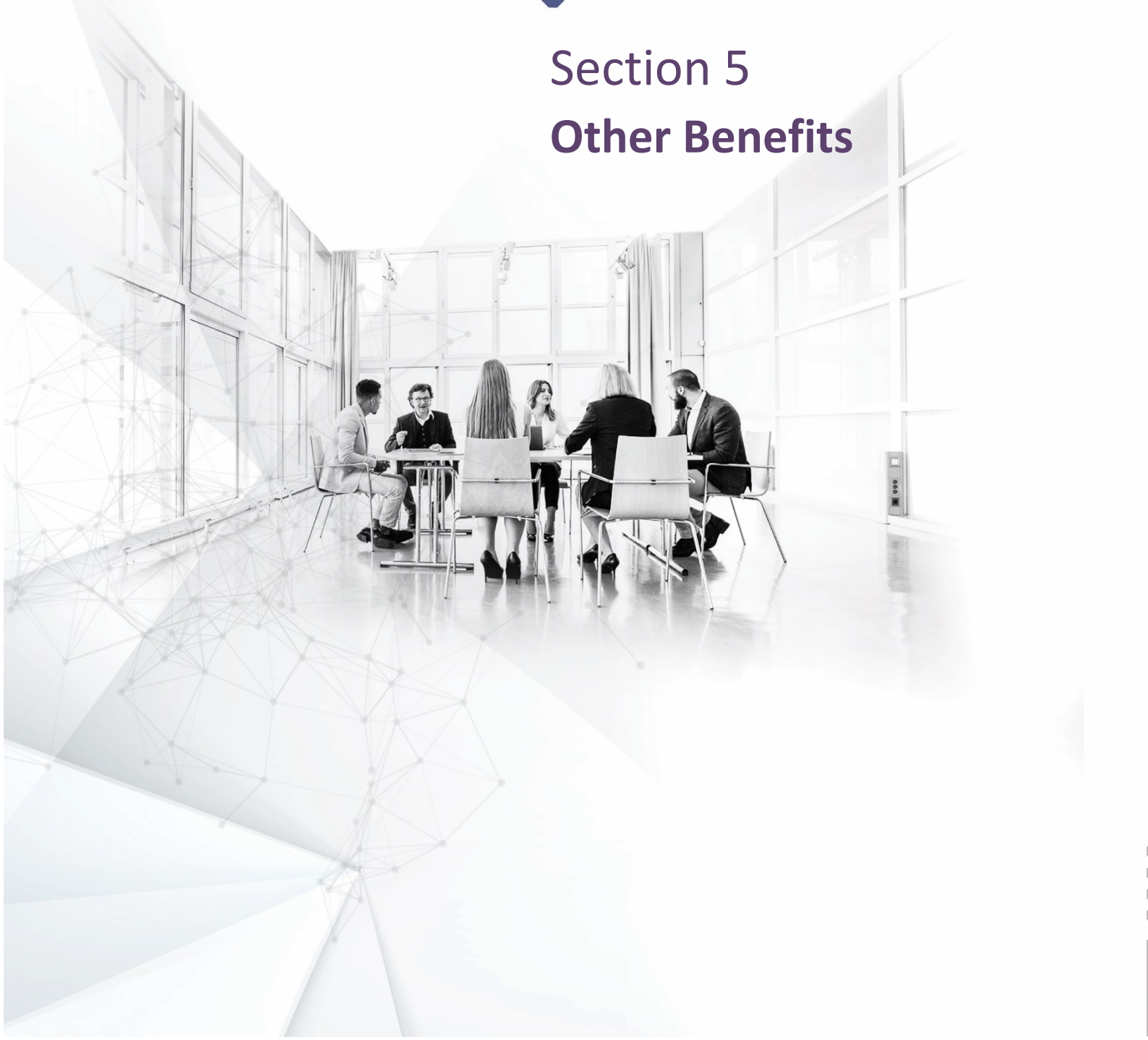
Employees purchasing Childcare Vouchers can save up to £77 per month on registered childcare through exemption from Tax and National Insurance Contributions

Details are contained in the College's Childcare Voucher Scheme



Section 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 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

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

A man with a beard and a woman are smiling and shaking hands in an office setting. The man is wearing a dark suit, white shirt, and blue tie. The woman is wearing a dark blazer. They are standing in front of a large window with a view of a city skyline. The image has a diagonal blue and white geometric pattern overlay.

Our Values

Collaboration

Ambition

Respect

Excellence

