

# The Good Shepherd Multi Academy Trust

## Staff Benefits Policy



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<b>Date of Adoption</b>	<b>May 2019</b>
<b>Date of Next Review</b>	<b>May 2022</b>

## **Values**

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

### **1. Definitions and Rationale**

Staff benefits are those benefits made available to staff over and above their general terms and conditions of employment, for the purposes of recruitment, retention and the well-being of staff.

The purpose of this policy is to promote fairness in the application of benefits to staff and compliance with employment regulations, including taxation.

### **2. Benefit Development & Adoption**

Proposals for the introduction or removal of a particular benefit can be made by any staff member of the Trust via their line managers through to the Trust Personnel Committee.

In deciding on whether to adopt or remove a benefit a proposal outlining the rationale, the details of how it will be administered and the financial implications for the Trust or individual school budgets will be put together. This will be discussed at the Personnel Committee which will make recommendations for adoption, change or refusal.

The final decision to introduce or remove a benefit will rest with the Board of Directors.

When adoption of a Benefit becomes Employment Policy they will be added to this document as a way of capturing and noting the change, but will not then be subject to review within the context of the benefits policy. Further information on these can be found in section 5 below.

### **3. Benefits**

#### **3.1 Child Care Vouchers**

The Trust started to offer childcare vouchers from its inception in February 2014 to ensure that staff transferring under TUPE were able to continue to access a benefit that they were previously in receipt of.

The childcare voucher system has since been changed by government policy, with tax free childcare being offered through an online government scheme (childcare account) that people register for.

The Trust is currently only able to offer childcare vouchers to staff that were directly employed and in a scheme when the changes came into effect from 4th October 2018 as long as they do not take an unpaid career break of longer than a year.

The childcare voucher provider is Kiddivouchers and the scheme operates as a salary sacrifice.

### 3.2 Union Subscriptions

The Trust offers staff the opportunity to pay union subscriptions directly from their wages. With a change in government policy, from 1<sup>st</sup> March 2018 employers could add an appropriate and proportional administration charge when taking union subscriptions directly from staff wages.

In March 18 the Board agreed that the Trust as an employer would not levy an administration charge when taking union subscriptions directly from staff wages unless they incur a fee from a third-party payroll provider.

### 3.3 Free Flu Jobs

In November 2018 it was agreed to offer the opportunity to access free flu jobs for all Trust staff.

Staff should arrange to receive the flu jab through one of the many supermarket/ high street providers and then reclaim the cost (up to a value of £10.00) through the staff expenses system. This will be costed to the individual school / central Trust budgets.

### 3.4 Credit Union Facilities

In February 2019 it was agreed to offer staff access to credit union facilities through the provider Churches Mutual Credit Union Ltd (CMCU). This is to be offered to staff from April 2019.

The loan/ savings agreement is between the individual members of staff and CMCU. The Trust then, through payroll, takes the repayments or savings amounts directly from staff salaries as directed by CMCU and agreed by the members of staff.

The cost of running the scheme is minimal with currently no charge being made by the payroll provider for making & paying over the deductions. It was agreed that this benefit would be reviewed if the cost of running the scheme change.

### 3.5 School Meals

Staff wishing to purchase school dinners can do so via the individual school office at the adult rate agreed in the individual school relevant to the internal or external costs of producing the meal.

## 4. Monitoring & Review

The impact will be monitored and reported in an appropriate way relevant to the individual benefit. (eg Flu jobs – number of staff claiming through expenses) All benefits outlined in the policy will be reviewed by the Personnel Committee on a biannual basis or as required by changes in circumstances/ government policy.

## 5. Additional benefits agreed as employment policy/ contractual and therefore not subject to review within the context of the benefits policy.

### 5.1 Recognition of continuous service rights for teachers joining the Trust from another academy

Under green and burgundy book conditions (since these are currently maintained by the Trust) when staff join from other academies, continuous service carries over for redundancy, leave, sickness and maternity/ paternity/adoption for all support staff and redundancy **only** for teachers. In order to ensure parity across all Trust staff the Board agreed the following policy decision in May 2018:

*“It was **agreed** to recognise continuous teaching service for teachers joining the Trust from other academies to maintain service rights for leave, sickness and paternity/ maternity/ adoption.”*

## **5.2 Casual Workers Holiday Allowance**

The nature of Trust schools means that support staff are often asked to undertake casual hours in another role either to cover sickness, planned absence or additional activity needing more staffing cover.

Within employment law these casual hours then attract a holiday allowance based on statutory holiday of 28 days. As an employer this means the Trust has support staff doing the same role (contract and casual) that work on different holiday allowances.

To try and alleviate this disparity and bring casual hours more in line with the holiday entitlement that the contracted staff have it was agreed in March 2019 that the casual worker agreement would be enhanced to include the following statement:

*“In addition to the statutory annual leave entitlement of 28 days, casual workers will receive an additional annual leave allowance of 4 days. Since it is an allowance this will not be considered a contractual right.”*