

ESM (Every Staff Member) Matters at Selby College



SOME OF THE MANY BENEFITS OF WORKING AT ONE OF ENGLAND'S TOP PERFORMING COLLEGES.



INVESTORS
IN PEOPLE



The Government Standard



In this booklet you will find a list of the benefits and services you can enjoy when you become a member of the Selby College team. We are continually reviewing and adding to our staff benefits and you can be assured that if it is possible to provide it, we will introduce it.

"We are the best and provide an excellent service to all our customers."

Aspire Spa, Beauty, Hair & Gym

Offered at very attractive discounted rates to staff:

Aspire | Spa

a full range of treatments are available to suit all needs and tastes in our steam room, sauna, feature shower, ice fountain, spa pool and dry float.

Aspire | Beauty

our fully equipped beauty therapy salons offer a fantastic range of up-to-date beauty and holistic therapy treatments.

Aspire | Hair

our brand new contemporary hairdressing salon offers a full range of hairdressing services.

Aspire | Gym

our lavishly equipped air-conditioned gym is packed with all the latest cardio-vascular and resistance equipment.

Bursary Scheme

Our Bursary Scheme gives one member of staff the opportunity to apply to receive a cash gift up to the value of £2000 in any one year. Successful applications have to be able to clearly demonstrate a strong link to an educational activity or initiative. This might, for example, be a visit to a school, college or university abroad. It might be used to extend an annual leave period to work, for example, with an overseas charitable organisation. The College is not prescriptive about what constitutes 'educational', but educational value is the basis on which our annual winner is chosen.

21st Century Campus

Over recent years Selby College has undergone a massive £35m campus redevelopment and now boasts some of the most up-to-date facilities of any college in Western Europe; full of all the latest state-of-the-art teaching aids and technology, aimed at helping our learners to progress. For employees, it means you will be working in a modern, environmentally friendly campus; ergonomically designed to suit the very specific nature of our work.

The development plan for the top performing Yorkshire college continues, with new emphasis on developing the college's extensive sports facilities, including the introduction of a new floodlit 3G all weather pitch and new community changing facilities.

Car Parking Provision*

Whilst we encourage staff to travel to and from work using means other than a car, free car parking* is available at the main campus and there is further, although very limited parking, at our 1811 Learning Centre situated in Selby town centre. *Subject to change.

"I thoroughly enjoy my job at Selby College, the staff work as a team."



Celebrations

We love to celebrate and have fun. We organise staff social events such as days out, Summer Balls and/or end of year dinner dances. Staff and students come together to plan and take part in fund raising activities to support the College's nominated charity and other worthwhile causes.

Coffee Shop

A fabulous Coffee Shop on the first floor of the Jubilee Building provides hot and cold drinks, snacks and speciality cakes and pastries.

College Shop

The Shop carries a wide range of items including art materials, stationery, greetings cards, postage stamps and much more. Many items at discounted or competitive rates.

Computershare (Formerly Busy Bees) Childcare Voucher Services

We offer all working parents with children up to the age of 16 the benefit of Computershare Childcare Vouchers which can reduce the cost of childcare by up to £2,392 per family per year. Childcare vouchers are non-taxable and exempt from National Insurance contributions.

Confidential Counselling Service

A trained Counsellor is available to listen and try to help you clarify difficulties, explore choices or provide support.

DW Leisure Club Corporate Membership

Corporate lifestyle membership of the DW Leisure Centre situated at Three Lakes Retail Park in Selby is available with special rates for staff and family members.

Employee Development Scheme

Staff are able to apply for up to £150 each year to spend on training and development. Select from the broad range of courses offered at the College, undertake the training in your own time and, subject to your line manager's agreement, the £150 is yours. Open to all staff who have successfully completed their probationary period. This benefit is in addition to the cost being provided for any work-related training that you or your manager agree you need.

Eyesight Tests

Staff who are identified as 'users' under the Health and Safety (Display Screen Equipment) Regulations are encouraged to have their eyesight regularly tested. We finance the eyesight test and the provision of spectacles for DSE use where required.

Final Salary Pension Schemes

We run final salary pension schemes for teachers and support staff and both are contributory. Employee contribution rates are currently fixed at 6.4% for teachers and between 5.5% and up to 7.4% for support staff. We, as the employer, pay contribution rates of 14.1% on behalf of teachers and 13.5% for support staff to the pension schemes. Both schemes provide life insurance cover of 3x annual salary.

Generous Holiday Entitlement

The annual leave year runs from 1 September until 31 August of the following year. Basic leave entitlements accrue in each full year as follows:

Lecturers: 37 days plus public holidays

Support staff: 25 days rising to 30 days after 5 years plus public holidays

Fractional staff: Receive a pro-rata entitlement
Staff can also apply to take up to 5 days' additional and unpaid leave in the leave year.

Golden Hello Scheme

Golden Hellos are available to full-time, part-time and hourly paid lecturers who have completed their first year of teaching, are in their second year of teaching and contracted for a further term or more. They provide a one-off payment of up to £4000 to new teachers in designated shortage subject areas (£5000 for teachers who teach Pure Maths, Science or Construction).

Healthcare Plan

To encourage proactive health all employees have access to cover for essential health costs and access to health related services through the Advantage Healthcare Plan. Five levels of cover, including partner and dependent children on some levels, at an affordable price. Contributions are deducted via Direct Debit.

Laptop Loans

Laptop computers are available to loan free of charge. To check availability and arrange a loan, speak with staff in the Learning Resources Centre.

Long Service Awards

We recognise loyalty and commitment in many ways. One of these is through our Long Service Award scheme which allows us to publicly thank staff for the contribution they have made over a period of time. Long Service Awards mark a very special occasion for the recipient and the College and are made on the following basis:

Years:	20	25	30	40
Awards:	£100	£250	£300	£400



Nursery

Childcare provision is available at the Bright Start Nursery which, for your convenience, is located on the campus.

Quality Standards

We have been recognised for the services we provide through the achievement of many prestigious quality awards including Customer Service Excellence (formerly Charter Mark), Customer First, Positive about Disabled People, RoSPA Health & Safety Silver Award, Matrix Standard, Nextstep Adult Guidance and Investors in People.

Refectory

We have a fabulous Refectory serving breakfasts, lunches, evening meals and hot and cold drinks.

Sick Pay Provision

We operate a very generous sick pay scheme which you are entitled to access upon completion of one year's service. More details are available from Personnel staff or the Staff Handbook.

"It is like a family here, so supportive."

Staff Recognition Scheme

£50 and an extra day's holiday is up for grabs for staff who are nominated and successful in our monthly scheme.

Team of the Year Scheme

Time off to enjoy a lunch, or to have an evening meal for the team who are able to demonstrate that they have made an exceptional contribution to the life of the College and have created (or helped to create), through exemplary performance, a highly successful department.

Training Restaurant

Our brand new Training Restaurant enables you to enjoy a high quality range of dishes in a warm and welcoming environment at discounted rates.

Vehicle Breakdown Cover

We already have Business Breakdown cover with the AA for our fleet vehicles. As a result, you and your family are eligible to receive 30% off Personal AA Membership. You are also entitled to a 10% discount every year you renew. On top of that, once you've become an AA Member, you can get another 25% discount on European Breakdown Cover. To join, call 0800 0480075 and quote reference 'SME30'

Sunday Times Best Companies to Work For...

In 2009 and 2010, staff working at Selby College said we were one of the best companies in the whole of Great Britain to work for. These findings were based on confidential staff responses to an external survey.

Here at Selby College we genuinely believe that our staff are our greatest asset and we treat them accordingly. The results from the surveys over the last 2 years, bears this out.

For us to remain a 'First Class' employer and to attract and retain the best staff, we are constantly looking at ways to enhance and improve our employee engagement.





Additional Staff Benefits

As a member of the Association of Colleges ("AoC"), additional key services and discounts are available to you as a member of College staff.

To access these discounts on-line, you need to visit the AoC website at: www.aoc.co.uk and 'Apply for Access' clicking on this hyperlink in the top light blue navigation bar. More information is available on-line at: www.aoc.co.uk/en/membership/discounts-for-members.cfm

Industry	Company	Discount offered to AoC Members	Unique AoC Reference Code
Banking	Alliance & Leicester Commercial Bank	Business Current Account Rates Free 'phone: 0800 0686698	"AoC member – AF0372" <i>(quote this to obtain discount)</i>
Breakdown Cover	The Automobile Association ("AA")	Voluntary Benefits Scheme – 25% discount at enrolment and 10% discount at each renewal Flexible Benefits Scheme – 25% ongoing discount European Breakdown Cover – 25% discount Members Club – further discounts on car hire, tyres, airport parking, car servicing/ MOTs, travel offers Driving School Lessons - £36 off first 12 lessons bought (individuals and family members)	AoC 688
Florists	Interflora	Guaranteed free delivery on orders over £25"	"AoC"

Industry	Company	Discount offered to AoC Members	Unique AoC Reference Code
Healthcare	BUPA	34% discount off BUPA Care	"MIS 12610/AoC"
	Multiplex Colleges Health Trust	£48 per member (per month) £116 per member + partner + children (per month) £67 per member + children (per month)	"AoC" member" Tel 01565 756183
	Westfield Health	Members who sign up to the Foresight Plan will also benefit from the Fitness & Wellbeing module at no extra cost	"AoC"
Hotels	Accor Group	Government rate available, book using their new on-line system	"AS150032 Contract No 5000"
	Hilton Group	Government rates applicable with Hilton Group	"239963754"
	Intercontinental Hotel Group (worldwide)	Government rates applicable with Intercontinental Hotel Group	"954300966"
Printers	Lexmark	Discounted rates on printers	"AoC"
Theatre in London	West End Theatre	AoC Theatre Club	"Association of Colleges Theatre Club"
Travel Insurance	BUPA Travel Cover	20% all travel insurance	"AoC – code 2655 MIS 12610"



Industry	Company	Discount offered to AoC Members	Unique AoC Reference Code
UK & International Collection, Tracing and Litigation Services	CCI Legal Services	"No win, no fee on all cases" UK 9% Europe 18% Rest of world 27%	"AoC affinity rates"

Industry	Company	General Offers to AoC Members
Confectionary	Thorntons	Standard delivery charge of £4.95 (3-5 working days delivery)
Event Ticketing	Ticketmaster UK	Tickets to major events
Food	Marks and Spencers	Free delivery on all orders, when you shop on-line
Florists	Teleflorists	Same day delivery to UK and abroad
Hotels	Hotels.com	Cheap hotels in London Luxury hotels in London Self catering hotels in London
Stationary	Rymans	Free delivery on orders over £35
Travel	DFDS Seaways Expedia	Travel to Amsterdam, Paris Expedia Last Minute Getaways

Staff Benefits at a Glance

This is why Selby College is one of the best companies to work for:

- Aspire spa facilities
- Bursary scheme
- Car park (free)*
- Childcare discount vouchers
- Coffee shop
- Counselling service
- Discounted college shop
- DW Leisure Club membership
- Employees development scheme
- Free eyesight tests
- Final salary pension scheme
- Generous holiday entitlement
- Golden hello scheme
- Healthcare plan
- Laptop loans
- Long service awards
- Nursery
- Refectory
- Restaurant discount
- Sick pay provision
- Staff recognition scheme
- Team of the year scheme
- Vehicle breakdown discount

"We are very proud of what we do and achieve."

*Subject to change



“It is great to work for such a successful organisation.”

“Our student success, makes you feel that you are really making a difference.”

selby college



The Government Standard



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IN PEOPLE



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