

As an employee of The Salvation Army we offer you a great range of benefits which we hope you will take advantage of

## **Financial benefits:**

### **Travel Loan**

Our employees are entitled to apply for an interest-free annual season ticket loan for travel to and from work. Loans are available for the actual cost of the ticket to a maximum of £8,000. In return the employee agrees to pay back the loan via 10 monthly deductions from their salary.

To qualify for a travel loan employees must:

- Be on a permanent or fixed-term contract of a minimum of ten months in duration
- Ensure their net pay is sufficient to cover the deduction of the loan
- Have completed their probationary period or for those on a six-month probationary period, have completed three months of their probationary period and have their line manager's authorisation to apply for a loan.
- Sign an agreement to confirm they will repay the loan through monthly deductions from salary and that in the event of leaving employment with The Salvation Army they will repay any amount owing 21 days prior to leaving.

### **Long-service recognition**

On completion of 10 years' service our employees are awarded service pay for each 10 years' service. Service pay is £10 per week (pro-rata for part-time employees).

### **Night pay**

Our night workers are paid a 10% enhancement of their basic salary for night work. Night shift rates start from 10pm and end at 8am.

### **Pension Scheme**

We have a Defined Contribution Scheme for employees which gives you the opportunity to plan for your retirement and start saving for your future. This provides a pension account in your name, which will provide financial benefits at retirement. We will pay twice your rate of contributions. In addition you will have Life Assurance cover if you die in active membership.

Option	Member (% x salary)	Employer (% x salary)	Total	Life Assurance	Notes
1	2%	4%	6%	2 x salary	Minimum up to Sept 2018
2	3%	6%	9%	3 x salary	Minimum from Oct 2018
3	4%	8%	12%	3 x salary	
4	5%	10%	15%	3 x salary	
5	6%	12%	18%	3 x salary	

Employees over the age of 16 and under the age of 75 can either opt in straight after being employed or will automatically be enrolled after 3 months of employment on the minimum contribution (if you meet the auto-enrolment eligibility criteria).

Previous pension arrangements can be transferred into the scheme and if you leave employment, your pension account can remain invested or you can transfer it to another scheme.

Information regarding the Defined Contribution Scheme can be obtained via the Friends Life microsite <http://www.friendslife.co.uk/microsite/salvationarmy>.

For more information in regard to work place pensions please see: <http://www.workplacepensions.gov.uk/employee>

### **Childcare Voucher Scheme**

Our Childcare Voucher Scheme is open to any employee who is the legal guardian of children up to the age of 16 and who is in some form of OFSTED-registered childcare provision. The scheme enables you to take a proportion of your salary in the form of Tax and NI-free vouchers that can be used to pay for childcare

provision. \*This scheme will close to new applicants on 31st March 2018 because of the new Government-backed Tax-Free Childcare Scheme\*

## **Health and Wellbeing benefits:**

### **Employee Assistance Programme**

We have a confidential Employee Assistance Programme (EAP) available to employees and their immediate family who live with them. Health Assured's EAP is a confidential life management and personal support service which can help employees deal with the challenges faced in life. A range of support is available, including telephone counselling, on-line Cognitive Behavioural Therapy, general advice on areas such as emotional support, fitness advice, personal coaching, health assessments and medical factsheets.

### **Simply Health**

We operate a group policy with Simply Health. This plan is open to all employees and, although the cost is met by you via your salary, you can gain the benefit of attractive terms and lower costs by being part of a group arrangement.

The policy is designed to help with the costs of the following types of treatment: dental, optical, physiotherapy, osteopathy, chiropody, acupuncture, homeopathy, maternity/paternity, allergy testing, health screening and hospitalisation (in-patient, day-care, parental stay). The amount of cover provided depends on the amount of money paid.

### **Pastoral Care Service**

The Salvation Army Pastoral Care Unit is a confidential, non-reporting supportive service for the benefit of employees in Salvation Army management roles. Services offered include; pastoral support, Salvation Army Counselling Service, Trauma Care Programme and Internal Mediation Service.

### **Eye care vouchers**

We will provide eye test vouchers to employees to pay for a full eye examination where the employee's use of display screen equipment is more or less continuous on most days. Employees who require VDU corrective spectacles will be given a voucher towards the cost of the spectacles.

### **Annual leave entitlement**

All employees are entitled to 25 days annual leave plus bank holidays (pro rata for part timer employees). Additional service days are granted after 6 years' service up to a maximum of 30 days. The annual leave year runs from April to March.

## **London benefits:**

### **British School of Osteopathy**

The British School of Osteopathy based in London offers reduced rates to all employees.

### **London South Bank University (LSBU) gym membership**

Where The Salvation Army has 5 or more members, we become eligible for LSBU staff rates (this is applicable only to the 12 month membership package).

### **London Weighting Allowance**

London Weighting is a salary supplement, paid to employees working at specified Salvation Army workplaces in London. It is paid to employees who are physically based at Territorial Headquarters, Central Services, North London and South London Divisional Headquarters, William Booth College, and the Counselling Service.

The proportion of London Weighting an employee is entitled to receive will be based on the number of hours worked at one of the qualifying locations. Where the employee is part-time or when they work part of the week from home or at a location not covered by London Weighting, the allowance will be pro-rated on an hourly basis. The amount of London Weighting payable remains discretionary and may be varied from time to time or removed.

\*Please note Relief Workers are subject to a different set of terms and conditions and therefore the above does not apply to them.