

STEM Learning Benefits

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## Key

- c** core benefits (you are automatically given this benefit)
- f** flexible benefit (you can choose your own benefit, some subject to management agreement)
- v** voluntary benefit (where you pay for your own benefit)





# Welcome to STEM Learning benefits

We aim to provide a range of benefits to suit the many different needs and lifestyles of our employees.

This booklet is designed to help you understand the benefits available to you as a STEM Learning employee.

The benefits are categorised into three main categories:

- c** Core benefits (you are automatically given this benefit)
- f** Flexible benefit (you can choose your own benefit, some subject to management agreement)
- v** Voluntary benefit (where you pay for your own benefit)

You will find the terms and conditions of the STEM Learning benefits scheme and some frequently asked questions on the STEM Learning benefits hub: My Benefits.

Working with our benefits administration partner, Reward Gateway | Edenred, we are also able to offer you some great discounts on goods and services.



## Working arrangements

### **Flexible Approach to work**

STEM Learning recognises that we all have different priorities and circumstances that affect our work life balance. That is why we operate a flexible working policy such that, with line manager approval staff can adopt a working hours pattern that suits them. All we ask is that there is no adverse effect to the business.

### **Job-share**

Job-share Is where two employees share the duties and responsibilities of one full-time post. Job-sharing is an option which may be attractive if you are unable, or do not wish, to work full-time. STEM Learning will consider an application for Job Sharing for any advertised post.

### **Flexible Working**

What is flexible working? The term flexible working describes a type of working arrangement which gives some degree of flexibility on how long, where and when employees work. The flexibility can be in terms of working time, working location and the pattern of working.

All STEM Learning employees have the right to request flexible working after 26 weeks' service. All such requests will be given due consideration.

### **TOIL / Lieu Time**

TOIL is time off which employees are allowed to take with agreement of their line manager in lieu for extra time worked beyond the normal working day to enable the needs of the business to be met.

### **Staff Consultative Committee**

Gives all employees an opportunity to have their say, through the staff suggestion box or their staff representative. You can also volunteer to become a representative and sit on the committee.



## Time off

### Annual leave

Entitlement for full-time employees is 38 days including the 8 public/statutory holidays. Pro-rata for part time staff. Employees can choose when they take time off as long it meets the needs of the business.

We will also consider applications for more than 3 weeks in duration.



### Carry over Leave

5 days or less (37 hours full time equivalent, pro rata for part time employees) may be carried forward to the following leave year by agreement with the line manager. A maximum of 10 days leave (74 hours full-time equivalent, pro rata for part-time employees) may be agreed only in exceptional circumstances.



### Special Leave

STEM Learning encourages staff who undertake voluntary public duties, such as School Governors, Justice of the Peace and Reserve Forces, and will allow time off in order to support those activities. We also know that sometimes staff need time off for unexpected events, such as emergency care of dependants, or compassionate leave.



### Time off for Public Duties

If you are required to undertake jury service or serve on public bodies, you will be given paid time off to attend.



### Time off for appointments

We recognise it is not always possible to make appointments for doctors etc outside working hours, therefore we allow staff time off to attend. You will need to book your appointment through the Cascade system.



# Working parents

## Maternity Leave and Pay

Operates alongside the Statutory Maternity Pay Scheme. All pregnant women regardless of service, are entitled to paid time off for ante-natal care and 52 weeks maternity leave. Levels of statutory maternity and occupational maternity pay are dependent on length of service.

## Paternity Leave

The partner of an expectant mother is entitled to leave under this policy. An employee who has 26 weeks' continuous service with STEM Learning by the end of the 15th week before the baby is due or employed up to and including the week your wife, partner or civil partner was matched with a child, can take either one or two consecutive weeks of paternity leave within 56 days of the birth or placement.

## Adoption Leave and Pay

An employee who has worked continuously for STEM Learning for 26 weeks ending with the week in which they are notified or matched with a child for adoption is entitled to up to 39 weeks of ordinary adoption (paid at statutory rate) leave followed immediately by up to 13 weeks additional adoption leave (unpaid). The rules around adoption leave are complex and you are advised to read the full policy and speak to HR.

## Parental Leave

The right to unpaid Parental Leave applies to an employee who has completed one year's continuous service. Employees have a right to take a total of 18 weeks' unpaid Parental Leave for each child up until the child's 18th birthday. A maximum of four weeks leave can be taken in any one year.

## Shared Parental Leave

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The rules and processes around shared parental leave are complex and it is advised you read the full policy and speak to HR.

## **Mental Health at Work Commitment and Wellbeing Champions**



We are committed to achieving the six standards of the Mental Health at Work Commitment. As part of this we have a group of volunteer Wellbeing Champions, who work together to raise awareness of the resources and initiatives available to help improve and support health and wellbeing.

**Some of our health and wellbeing resources and initiatives are outlined over the next few pages:**

### **Employee Assistance Programme**

At STEM Learning we offer our colleagues access to a free and confidential advice, support and counselling service, available 24 hours a day, 365 days a year.

### **Who supplies the service?**

The service is supplied by Care first. All their counsellors are members of and accredited to the British Association for Counselling and Psychotherapy (BACP), with extensive experience and expertise.

## **How it can help**

You can discuss anything that is troubling you, whether it is personal difficulties – for example relationships, family matters, stress, loss or bereavement; or work-related issues such as feeling pressure, work-load, changes at work, bullying or harassment. Whatever your situation you can be sure of a supportive and constructive response. You may be offered free structured counselling sessions following a clinical assessment.

## **What the service offers**

As well as access to general counselling and emotional support you can utilise the My Possible Self app and the Lifestyle platform where you'll find self-help resources and support covering a range of topics.







## Health and wellbeing

### David Lloyd Gym

STEM Learning staff get access to corporate rates at David Lloyd Gym (York). All you need is your STEM Learning payslip to get discounted membership for you and your family.

*David Lloyd*

### Cycle to Work Scheme

Full details are available in the voluntary benefits section.



### Eye Testing

All staff are entitled to a free eye test at the optician of their choice. The cost of the eye test can be claimed via expenses.



### Occupational Health Service

STEM Learning's Occupational Health Services is an independent and confidential service designed to provide advice and guidance when an employee returns to work after a long term absence, following illness, injury or surgery. They can advise on reasonable adjustments to work procedures and practices that might assist the individual on return to work. They also help to look for ways to offer support to staff with special medical needs.



### Occupational sick pay scheme

In addition to your entitlements under statutory sick pay, STEM Learning's employee can access our occupational sick pay provision subject to length of service and as noted in the Sickness Absence Policy.





## Social Areas

STEM Learning encourages staff to have lunch away from their desks, and we have a number of social areas where you can do this:

**Quarks Restaurant** - Provides a pleasant area to eat.

**Atrium** - A bright airy space with a selection of seating available to eat lunch with colleagues.

**Greenhouse** - Available on the roof of the building, a lovely space to get away from your desk and enjoy the surrounding plants. We also have a specific area for staff to use to grow their own plants.

**Pods** - Situated in the Resource Centre, a quieter space to utilise for lunch, or for small group or online meetings.

**Outside Areas** - There are several outdoor spaces available, whether you utilise the benches or sit on the grass, these are a great way to get some fresh air at lunch time.

**Walks** - There are lots of paths in and around the University campus to take a stroll along at lunchtime. There are also some specific walks designed by the University:

- The [Nature Walk](#) takes you through some of the areas on Campus East that are great for flora and fauna
- The [Campus Tree Trail](#) takes a route around Campus West to show off its diverse array of trees
- The [Active Trail](#) is an exercise challenge between Campus East and West with fitness obstacles throughout



## Learning and development



STEM Learning's Performance Review Process is designed to help staff understand how they contribute to the success of the organisation, the setting of objectives and key priorities, as well as providing a means for identifying training opportunities to support staff development. It also provides an opportunity for staff to consider their longer-term career aspirations and the steps required to achieve them.

### Learning and Development C

STEM Learning encourages and assists staff in achieving their potential. Training requests or needs will be addressed and staff given time in order to undertake training. STEM Learning will seek to provide financial support where appropriate, to facilitate learning and development opportunities.

### Resource Centre C

STEM Learning staff are welcome to use and explore the Resource Centre and may borrow printed resources for up to 28 days. Gadgets, games and other items may be borrowed for up to 7 days. All items should be signed out using the sheet available in the Resource Centre and used in compliance with STEM Learning's Copyright Licensing Agency Business Licence terms and conditions.



## Voluntary benefits

### Benenden Health – Private Health Care for Everyone V

Most people in the UK have to rely on the NHS alone; not many can afford to pay for private medical insurance. With Benenden Health there are no age limits, everyone is accepted (all UK residents) with no exclusions to join or excesses to pay. With Benenden Health you can relax knowing you can talk to a professional about a health concern 24/7.

Normally, members must wait six months to access physiotherapy, diagnostics, treatment, and surgery but once you join under this scheme you can receive help immediately from the full range of Benenden Health services, including:

- Private diagnostics when your wait on the NHS is over 3 weeks
- Private treatment and surgery for over 250 conditions your wait on the NHS is over 5 weeks
- Physiotherapy
- 24/7 GP Helpline with a private prescription service
- 24/7 Mental Health Helpline & Mental Health Support
- Cancer Support
- Care planning and social care advice
- Member rewards and discounts
- Benenden Health App and Wellbeing Hub

Limits and exclusions apply.





## Voluntary benefits

### Health Shield



The Healthcare Cash Plan from Health Shield Friendly Society Ltd offers an affordable way to help you and your family with everyday healthcare costs. Health Shield will refund 100% of your treatment costs (up to the limit you choose and subject to annual review). Receive cashback for a range of everyday healthcare needs including glasses and contact lenses, dental treatment, tooth whitening, physiotherapy, specialist consultations and health screening.

#### Summary of cover:

- 100% cashback, up to your chosen annual limit and subject to annual review, towards dental, optical, physiotherapy, chiropody treatment costs and more
- Cover available for you or you and your partner
- Dependent children covered on both cover for you and cover for you and your partner
- Personal Accident Protection included
- Worldwide cover
- 24 hour freephone helpline - counselling & lifestyle, health & medical and legal advice available

#### How to claim

Claiming is simple - just complete a Health Shield Benefit Claim Form and send it with your original receipt for the relevant healthcare costs incurred. You will need to complete the claim form with your personal information and details of the benefit you are claiming, who it is for and the amount you are claiming. Log onto the STEM Learning benefits hub: My Benefits for full details of this benefit.



## Voluntary benefits

### Denplan

Denplan gives you the perfect opportunity to get the care and protection your teeth deserve. You can relax about the costs of both routine and unexpected dental treatment - and also be assured that we're here to help if you suffer from any dental injuries or emergencies.



### Dental plans

Denplan has six different levels of cover available, with reimbursement levels of up to £3,000 for routine and restorative treatment (except for Denplan Elementary which is 100% reimbursement for NHS treatment). All the plans include worldwide dental injury and emergency cover up to £10,000, a 24 - hour emergency helpline, and up to £20,000 mouth cancer cover. You'll be pleased to know, that you can also include your partner or family on this great benefit however they must have the same plan as you.

As with all insurance policies, general exclusions and limitations apply. For more information and exclusions, please take a look at the STEM Learning benefits hub: My Benefits.





## Voluntary benefits

### Drive a better car

#### About the Car Benefit Scheme



The Car Benefit Scheme from Tusker is a way for STEM Learning employees to run a car. A fixed monthly amount is taken directly from your gross salary and in return, you get the use of a brand new electric car.

The reduction to your gross salary is made before income tax and National Insurance although, under the scheme you will need to pay Benefit in Kind as the car is being provided as a benefit by your employer.

There are additional savings available on pure electric vehicles as Benefit in Kind is just 2% until April 2025, then increasing by 1% each year until April 2028.

In addition to a brand new electric car, the scheme also includes:

- No deposit
- Maintenance of the vehicle including all servicing, batteries, exhausts and tyres
- Fully comprehensive motor insurance including all business travel for you
- Annual road tax
- Roadside assistance (homestart & recovery UK & European cover)
- Relief car for when your car is off the road (if selected)

## Voluntary benefits

### Interest Free Season Ticket Loan on Annual Rail Passes



The annual rail season ticket scheme is designed to assist employees who travel to work by train. STEM Learning will fund the purchase of an annual season ticket by way of an interest free loan. Repayments are made by monthly deductions from your net salary and there are no tax or NI implications.



Your season ticket is valid for travel between your two chosen stations and can be used anytime, including weekends, although it is intended for travel between home and work. You will also benefit from 12 weeks free travel when purchasing a season ticket.

You can use your annual season ticket on any train operator's service providing you are travelling between your two chosen stations. To find out how much a season ticket might cost you use the [season ticket calculator](#).







## Voluntary benefits

### Cycle to work Scheme

This is a Government backed initiative designed to encourage the use of cycles in getting to work, thereby tackling traffic congestion, poor air quality, and increasing access to a more sustainable means of commuter transport.



The basis of the scheme is to pay for a voucher, through salary exchange, which enables you to purchase a cycle from a local participating shop. By paying for the voucher by twelve monthly salary exchange payments you will reduce your income on which tax and NI are paid by the value of the voucher which you take, making the effective cost of the cycle much cheaper.



## Voluntary benefits

### Payroll Giving

STEM Learning provide staff with the option of "Payroll Giving" - a way of giving money to charity without paying tax on it. Speak to HR for more details

### Dining cards

You can now enjoy benefits of membership at a hugely discounted price. Members will benefit from offers including 2 for 1, 50% off food bill and 25% off total bill, plus more.



tastecard

### Kids Pass

Kids Pass allows you and your family to benefit from some fantastic savings at the UK's top attractions, restaurants and cinemas! 1.1 million+ members are already saving between £500 and £1000 per year! You can get up to 60% off at over 3097 UK attractions, including Lego Land, Alton Towers, Thorpe Park Blackpool Pleasure Beach, Zoo's, Trampoline Parks & many more!



## Choosing your benefits

Making your benefits choices couldn't be easier. You will have the option to select from most benefits when you first join STEM Learning. Each year, we have an annual benefits election window which normally takes place across July and August where you can choose from the full range of benefits or amend or cancel your existing benefits.



### **Pension Schemes**

All eligible staff, will be auto enrolled into our pension scheme upon commencement with STEM Learning.

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### **Pay Review**

Salaries are reviewed annually in August of each year. Members of staff who have been in post as at the 1st March will have their salary reviewed, with recommendations from the STEM Learning Board taking effect from the 1st September each year.

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### **Discounted Bus Tickets**

STEM Learning has signed up to First York's Commuter Travel Club.

Once you have started with STEM Learning and have been issued with your STEM Learning email address, you will be able use the Commuter Travel Club to benefit from discounted bus tickets.

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### **Post**

You can post personal items (up to 30kg) to anywhere in the UK and overseas at discounted prices via the University Mailroom.

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## Financial benefits and discounts

### Reward Gateway | Edenred Employee Discounts



A range of exclusive offers and discounts are available through your STEM Learning benefits hub – helping you save money on everyday items and lifestyle purchases.

Access hundreds of offers to help you save on all of your purchases – big or small. Whether you prefer shopping online or in store, there are deals for every budget.

Plus, don't miss out on a range of fantastic features including:

- Instant Vouchers: save money immediately by choosing the amount you want to purchase a voucher for and pay a discounted price.
- Cashback: when you make a purchase via the Cashback option, get a fixed amount or percentage of the total purchase amount back.
- Reloadable Cards: top up a reloadable gift card at a discounted rate.
- Discount Codes: copy and paste one of the codes to instantly save on your purchase.
- Instant Reloadable Vouchers: top up a digital voucher at a discounted rate.
- Auto Top-Up: set an Auto Top-Up to any Reloadable Card for any amount you like, either weekly or monthly, and your card will be automatically topped up.

Save on the go - Thanks to the SmartSpending™ App you can make great savings on the go



## Events you might like to know about



### **Staff Lunches**

An excellent opportunity to network with other members of STEM Learning.



### **Social Events**

A number of staff arrange events throughout the year, open to all. Previous events have included, paintballing, badminton, quizzes, table tennis, though you can put forward your own suggestions.



### **Fundraising**

From time to time members of staff may wish to raise funds for charitable causes and organisations they are personally involved with or wish to support. STEM Learning are supportive of all staff wishing to raise funds and applaud them for their commitment to such endeavours.



### **Corporate Social Responsibility**

STEM Learning operates a policy of Corporate Social Responsibility.



### **Volunteering**

STEM Learning supports staff volunteering in relation to STEM and the education sectors.

## Useful contacts

### Human Resources

Tel: 01904 948720

Email: [hr@stem.org.uk](mailto:hr@stem.org.uk)

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### Denplan

Tel: 01962 828007

Email [corporate@simplyhealth.co.uk](mailto:corporate@simplyhealth.co.uk)

Web: [www.denplan.co.uk](http://www.denplan.co.uk)

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### Reward Gateway | Edenred

Tel: 0843 4530206

Email [clientsupport@rewardgateway.com](mailto:clientsupport@rewardgateway.com)

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### Benenden Health

Tel: 0800 414 8100

Email [memberservices@benenden.co.uk](mailto:memberservices@benenden.co.uk)

Web: <https://www.benenden.co.uk/>

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### Health Shield

Tel: 01270 588555

[www.healthshield.co.uk](http://www.healthshield.co.uk)

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### Northern Rail

Email [corporate.sales@northernrail.org](mailto:corporate.sales@northernrail.org)

Season Ticket Calculator

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