Staff Benefits *(August 2022 - To be reviewed winter 2023)*

The Union values its staff, and has created a total reward package to support staff happiness, development, wellbeing and engagement. Along with Union wide and team rewards for all staff, the Union recognises the importance of individual contributions, and recognises the value of sharing and celebrating these.

This document is designed to act as an informative snapshot of the current benefits staff may receive whilst working here and doesn't form any part of the contract of employment. For details of any contractual terms, please refer to your Statement of Employment and the current Staff Handbook.

		Union Salaried	Company Salaried Venues	Company Salaried Retail	CSAs and DMs Venues	CSAs and DMs Retail	Union Hourly Paid
Work/life balance	Enhanced Pension Contributions	X	X	X	X	X	X
	Enhanced Maternity/Paternity/Adoption	X	X	X			
	Enhanced Parental Bereavement Leave	X	X	X	X	X	X
	Additional Leave	X	X	X			
	Flexible working	X	X	X	X	X	X
On the job perks	Subsidised Team Socials	X	X	X	X	X	X
	Discounted Meals		X		X		
	Discount in bars and Union Shop		X	X	X	X	
	Free soft or hot drinks on shift	X	X	X	X	X	X
	Visa Reimbursement	X	X	X			
Lifestyle discounts	Public transport discounts	X	X	X			
	Bike to Work scheme	X	X	X			
	Free TV with BoB	X	X	X			
	Discounted Language Courses	X	X	X			
	Access to Totum Discounts	X	X	X			
	Discounted gym & sports	X	X	X			
	10% off drinks and food	X	X	X			X
	Free Software & Discounts	X	X	X			
	Trade Union benefits	X	X	X	X	X	X
Performance based	Bonuses	X	X	X			
	Annual pay increases	X	X	X			
	Employee of the month reward				X	X	
	Student Awards				X	X	X
	Mystery Shop success reward				X	X	
Career Development	Learning and development	X	X	X	X	X	X
	Promotion Opportunities	X	X	X	X	X	X
	Generous Study Leave	X	X	X			
	Volunteering Leave	X	X	X			
Wellbeing	Staff taxis		X		X		
	Assistance Programme	X	X	X	X	X	X
	Professional health services	X	X	X	X	X	X
	Wellness Action Plan	X	X	X	X	X	X
	Time-off-in-lieu (TOIL)	X	X	X			
	Enhanced Sick Pay	X	X	X			

Appendix: Practicalities of getting a Sussex Direct/email address and getting a staff card

Benefits available to everyone

Employee Assistance Programme (a.k.a EAP) - Receive support for your wellbeing on a range of different topics and in a range of different ways.

Trade Union membership and benefits - Working for us allows you to join University and College Union (UCU), Unite or Unison. This would make you part of a community protecting employee rights, as well enabling access to free training, discounts, and services such as discounted hotel bookings, dental insurance, free will writing services and more.

Professional health services - can be used following referral by HR, including face to face counselling, cognitive behavioural therapy, mediation, and Occupational Health. Depending on your role you may also have access to free eye tests and discounted glasses.

Flexible working - We understand the value of work/life balance. For our student staff we'll rota around any fixed academic commitments and for other staff we'll actively consider any requests to reduce or move hours or provide time off when properly informed and with consideration to the needs of the business.

Free drinks while on shift - Office based and Co-op staff can use free tea and coffee, Union Shop staff have access to drinks from the coffee machine, bottles of water and venues staff can get free soft drinks from the gun.

Priority for in-house recruitment/succession planning - We know we have a number of talented and brilliant staff and we prioritise supporting you into varied roles across the organisation by ring-fencing certain new jobs so that only our staff can apply, the type of staff this will be varies on the role. Not only this, but all our staff can also apply to roles listed as open to graduates, so if you want a career change, we'll be there to help you do it.

Wellness Action Plans - These support our commitment to mental health. They are an optional template for people to plan and communicate how their mental health and wellbeing can be supported while at work. Find this form at the back of the Staff Handbook.

Learning and development - For our **CSAs and DMs** we have a programme of learning and development that provides brilliant skills to take with you after you leave university, particularly if you become a **Duty Manager**. You'll become a personal license holder and be trusted with learning how to manage staff with the support of your manager on hand any time. We also provide Duty Managers with 360 appraisals, something you'd normally only get if you were a director in a large company.



Customer Service Assistants also have the opportunity to gain valuable experience as part of board meetings and training as leaders, by becoming a Staff Consultation Forum rep.

All our entry level **student staff and graduate roles** learn and develop in a supportive working environment that aims to empower you to gain skills and experience at every possible opportunity in order for you to build an impressive CV. Graduates are trusted with important projects where your work is valued and you're not left on tea and coffee duty.

Salaried and union/other hourly paid staff (not including CSAs and DMs) can submit a request at any time for review, and we also provide dedicated time to review learning and development every January to big learning and development requests can be planned and budgeted for. Want to obtain that professional qualification? Now might be your chance. Depending on the level of qualification you can also access 3 days Study Leave pro rata.

We also have a Brighton Chamber of Commerce Membership which means you can access a host of great training, build connections and get involved in campaigns that matter to you.

Enhanced pension contributions - The Union provides the opportunity to earn an significant amount (7% in August 2019) on your monthly earnings by contributing more to your pension, provided you meet the minimum contributions. Please see the Staff Handbook or contact Finance for up-to-date information.

Enhanced parental bereavement leave - If life gets really horrible we want to make sure our staff are looked after, that's why they're entitled to at least 2 months off in this situation. Please see the Staff Handbook for full details.

Individual reward and recognition

Employee of the month rewards (Duty Managers and Customer Service Assistants) - In addition to this a performance related reward scheme has been created to help us reward some of our individual successes. Customer Service Assistants and Duty Managers can be nominated every month, and based on these nominations DMs agree the CSAs to be rewarded, and the relevant Management team agree the DMs to be rewarded, in both cases with a £5 Deli Voucher.

Mystery shop success rewards (Duty Managers and Customer Service Assistants) - Every member of the team who was working during a successful mystery shopper visit will receive a reward to celebrate their success

Student Awards (hourly paid student staff) - Some of our student staff go the extra mile and their colleagues have the opportunity to nominate them for an award. Nominees are invited to dress up for a swanky awards ceremony and may even take home a trophy.



Incremental pay increase (Salaried staff) - Staff can be put forward for incremental pay rises within their grades to reflect a job carried out at a consistently high standard as part of our annual staff performance reviews.

Bonus (Salaried staff) - We also want to recognise those staff that go above and beyond the call of duty for their role where work has been approved by a line manager. We recognise work that fits this criteria with a one-off payment.

Salaried staff benefits

All our salaried staff have access to some great benefits as part of their work at the Union. Many of the following benefits are already available to hourly paid staff who are also students.

Enhanced maternity, paternity, or adoption leave and pay - In order to support working parents monthly paid staff may qualify for enhanced maternity and paternity pay above the government minimum so you can afford to spend more time with your new family member, adjusting to your new life!

Annual Leave, Closure Days and Bank Holidays - All monthly paid staff have access to a the usual 20 days annual leave and UK Bank Holidays. We additionally grant 6 Minimum Service Days, a.k.a Closure Days (or a 6 day bonus payment before Christmas for Monthly paid staff who can't be granted closure days), as well as offering recognition for long service with an additional day accrued each year following the 3rd leave year (starting 1st August) of employment in monthly paid service.

Other paid leave for monthly staff can include visits to the doctor, dentist, counselling, house moves, own graduation ceremony, jury service, training, trade union duties, to care for dependents. Hourly paid staff have flexibility to work around these appointments.



Enhanced sick pay - We have a generous sick pay allowance to support you when you're unable to work. For full information see our Absence Management Policy and Procedure.

Volunteering leave - Take time to feel good giving something back or develop a new skill in a completely different field. Salaried staff can take up to 6 days / year, pro-ratad for part time monthly paid staff. To make use of volunteering leave get approval from your line manager about the time you would need off and get HR group approval to check that your request meets some simple criteria. As we know volunteering in the environment contributes to wellbeing, we've put together a list of environmental organisations (This link also contains the volunteering leave guidelines) you may wish to contact to see if you can find an opportunity that fits the above criteria.

Generous study leave - As an education based charity we really care about developing our employees' education and career progression. In order to put our money where our mouth is we provide monthly paid with up to 3 days study leave per year depending on the level of the course. See our Staff Handbook for full details. Weekly/hourly paid staff are able to schedule their hours around their academic commitments.

Time off in Lieu (TOIL) - We really care about work/life balance and so have clear TOIL guidance for monthly paid staff in order to ensure our workplace culture supports employees in taking back the time owed to them, and are not continually working over contracted hours. Even though we're passionate about the valuable work that we do, we

work to live, not live to work. See our Staff Handbook for full details.



Discounted gym and sports activities - Access off-campus activities such as; £1 swimming, discounted bouldering and bike sharing with either your staff card or Sussex Uni email address. Full details of what's on offer can be found here. Also access all on campus sports facilities at the discounted staff member rate by showing your staff card when you book. Full activities and memberships pricing can be found here.

Discounted language courses - Access language courses at a concession rate. Find the full list of courses, prices and how to register here: http://www.sussex.ac.uk/languages/ml/opencourses

Access to Totum Discounts - Working for us makes you eligible to receive hundreds of discounts on a range of well known brands from ASOS to Las Iguanas, to over 42,000 international discounts. Just ask at reception to buy your card. Students are eligible to buy a card automatically**.**

Public transport discounts - Use your sussex.ac.uk email address (information on how to get this provided below) to register for EasitDiscounts. For a small fee you can get access great discounts for train, car, bus and cycling. You can also access a 10% discount for Brighton's bike sharing scheme BTN Bike Share (Life Bikes). You just need to register with your Sussex Uni email address, full information on how to get this can be found in the Appendix.

Bike to Work Scheme - Access to a government scheme which allows you to buy or hire bikes (including e-bikes), safety and repair equipment at a low-tax rate. Repayments are taken out of your monthly salary, which will make you savings on tax and national insurance as they will be taken out before these deductions. For info on how to sign up see here, for more info check the Bike to Work FAQs. Please note that staff must pass their probation period before applying to the Bike to Work scheme.

Box of Broadcasts - Access tonnes of great TV for free with BoB! Just create an account using your sussex.ac.uk email address (information on how to acquire this provided below) to get recorded recently aired programmes for more than 65 free-to-air channels, and an archive of over 2 million broadcasts.

Free & Discounted Software - Staff and students are able to instal Microsoft Office 365 on their own computer. They can also access discounts for other software. First you'll need to make sure you've activated your Sussex Direct Account. See the Appendix for details of how to do this.

Visa Reimbursement - The Students' Union is committed to having a diverse workforce because we know how important it is to have decision-makers and collaborators with varied lived experiences and backgrounds that reflect the range of needs of our diverse student community. In order to remove barriers for international students to become full-time elected representatives or graduate staff, this policy outlines when and how we

can reimburse these staff for fees related to their visa in support of their employment with us.

Area specific benefits



Subsidised team socials (Salaried staff, union hourly paid staff)

The Union has created brief guidelines regarding team socials, in order to make it clear and fair regarding the money and time that will be allocated, ensuring they are affordable and inclusive. For the purposes of budgeting, the departments come under the following headings:

1. Central Support (IT, HR and Exec Assistant)
2. Comms, Digital & Engagement (community and environment)
3. Events, Sponsorship & Student Participation (Buddy scheme, lang caf & role models)
4. Finance, Lettings
5. Activities, Reception
6. Student Voice (inc. Officers)

Recommended use:

- **½ day non essential work related activities** (such as exploring team personality types or volunteering as a group for a charity)
- **½ day social activities** which need have nothing to do with work but can take place in work hours (such as bowling, museum trip, karaoke).

Up to £50 / team per year can be claimed for these from the "HR - Group Wellbeing" budget

All team-building activities should be inclusive, with all salaried staff included in proposing ideas and helping to organise activities to help ensure a shared team responsibility. They should also be affordable, consulting with the team to decide what would be appropriate and acceptable.



Attendance is not mandatory for anything off campus or outside normal working hours, and will not work around student timetables or term dates if these add an unreasonable complication to agreeing a date. Hourly paid staff within the teams will be invited but will not be paid for their time. If their attendance is deemed of benefit to the team, then costs relating to their attendance can be claimed at the discretion of the Head/Director of Department. Officers relevant to the team can be invited at the Head/Director's discretion.

Industry Nights - Our outlet Customer Service Assistants and Duty Managers also have one night a week in our venues where they can access a discounted price list for drinks so they can chill out with colleagues in a great atmosphere at reduced rates.

Social secretary - Outlet staff socials are supported by a dedicated social secretary to ensure socials are frequent and you can make friends from all over the company. Don't worry, not all events will include alcohol either! Our staff make lifelong friends and have even been known to go on holiday together.



10% off drinks and food (salaried and union hourly paid) - Get 10% off all bar snacks and drinks in our bars (alcoholic and non-alcoholic), and everything in our Union Shop (excluding stamps & cigarettes) when you pay with Yoyo

Union Discount (Trading salaried as well as CSAs and DMs) - Enjoy 15% off at the Union Shop (excluding stamps & cigarettes) as well as on drinks and bar snacks at any of our Bars!

Discounted meals (salaried venues staff, as well as venues CSAs and DMs) - You have access to yummy discounted food from our amazing partners, (Blend catering) during breaks when you work a shift over 5 hours. Also every time you work a Deli shift, you get a free deli meal too; luxury!

Staff taxis (salaried venues staff, as well as venues CSAs and DMs) - Staff finishing shifts at or after midnight will normally receive a free taxi home if living in central Brighton, or to Brighton train station if living further afield. After a busy shift in our bars, bed is never too far away.

Generally just a pretty nice place to work

We felt we would miss out some of the best stuff about working here if we didn't take the time to tell you about all the less tangible things that we're really proud of.



Our staff frequently say that that the people they work with and the supportive atmosphere is the best thing about working here. We've worked hard to build up a culture of communication and timely thank yous.

This is supported by regular 1 to 1s and celebration parties. Not to mention, our parties are usually organised by our professional Events Team so you're pretty much guaranteed to have a good time!

We keep you informed and listen to you about changes that affect you and your work through various meetings, an annual survey and forums. It's not every place you work where you're very likely to have a friendly meeting with the CEO or one of our amazing student leaders.

But don't just take our word for it! We've been audited as a Very Good Students' Union, by Quality Students' Unions with a "significant number of areas of excellence," including scoring "Excellent" for our **provision for people,** so you can be confident that this is an excellent place to work!



And you can do it all in a beautiful setting. We're based in an area of outstanding natural beauty in the middle of the South Downs National Park. You can spot rabbits, visit Stanmer Tea Rooms and even enjoy sledding down the hill with your colleagues on snowy days. We're also 20 minutes from energetic Brighton City Centre where no two days are ever the same. 91% of Brighton residents are proud of where they live!

The campus experience is like a mini town with brilliant transport links, its own security, post office, lots of cafes and bars to choose from, multi faith chapel and mosque, a Co-op convenience store, a book shop, bank, library, doctors, pharmacy, dentist, bike storage with showers, theatre and child care centre. We also have two sports centres on campus so you can easily get great exercise in around work. Fit everything in at your convenience in our ever growing community.

Appendix

Practicalities - Getting a Sussex Direct account/Sussex Uni email address

First you need to be on the Sussex Uni Database. You can check this by going here and searching for your name. If you're not there, put in a support ticket with the SU IT team. To do this email support@sussexstudent.com, asking them to add you to the database and make sure you're set as active.

Once they've confirmed this has been done you can then email itservicedesk@sussex.ac.uk to ask for a Sussex Direct account.

Ex-students will also need to send ITS their student person code or registration number and the student card number, so this account can be merged with a staff account.

Practicalities - Getting a Sussex Uni Staff Card

As above, make sure you're on the Sussex Uni database and contact our IT Manager or Office Manager if not.

Then go to the Print Unit in York House to request a Staff Card. If they don't already have a photo for you make sure you're ready to have your photo taken!