

Benefits for Employees of Community First

Flexible working

The weekly working hours are normally as set out in the Contract of Employment but some variation can be arranged by mutual agreement between the post holder and the line manager. Full time working hours are 36.5 per week.

Work- life balance

Community First recognises the strong link between an employee's responsibilities, commitments and interests outside of work, and their ability to carry out their work enthusiastically and effectively. Community First therefore supports innovative approaches to flexible working to help staff achieve a better work- life balance. Examples of policies Community First has developed to support this includes; flexible working, family leave and time off in lieu.

Annual leave

Annual leave entitlement for full time staff on salary scale 5 and above is 25 working days per annum, with an additional 2 working day's leave entitlement after 5 years' continuous service, and a further 3 working day's leave entitlement after 10 years continuous service.

Leave entitlement for full time staff up to and including those on salary scale 4 is 20 working days per annum, with an additional 5 working days' leave entitlement after 5 years' continuous service.

Leave entitlement for part-time staff is calculated as a pro rata proportion of working hours to that of full time staff.

In addition you are entitled to statutory and general national holidays, plus two discretionary days' leave which are determined by the Chief Executive of Community First.

Sickness Absence

Entitlement: You are entitled to certificated sick leave in accordance with the following scales

	Full Pay	Half Pay
During your first year of service		
Up to 6 months service	1 Month	-
After completing 6 months' service	1 Month	+ 1 Month
During second year of service	2 Months	+ 1 Month
During third year of service	3 Months	+ 6 weeks
During fourth year of service	3 Months	+ 2 Months
During fifth year of service	4 Months	+ 3 Months
After five years' service	5 Months	+ 5 Months

Pensions

Pension scheme: Community First offers all staff access to a contributory pension scheme.

Health

Community First strives to be a 'healthy employer' and provides the following for staff:

- A smoke free environment
- Free eye examinations for VDU users

Training and Development

Community First is an Investors In People Organisation and is committed to the development of all staff.

Community First recognises that its most important resource is its employees and is committed to the training and development of all its workforce so that they will gain the necessary skills to reach their full potential.

Individual training and development needs will be identified through training needs analyses, a system of annual and interim staff appraisals and requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment. All internal training provided by Community First will be at no cost to the employee.

Professional fees

Community First will pay for one professional subscription per year, subject to conditions.

Pension scheme:

Mileage, subsistence and out of county travel expenses

Reimbursement for mileage incurred is in accordance with the Inland Revenue fixed profit scheme, which is currently 45p per mile. When out of county journeys are undertaken in the course of your employment reimbursement will normally be paid on the basis of the cheapest second class rail fare.

Child care vouchers:

Childcare Vouchers are an employee benefit available for working parents to use to pay for their childcare costs. Childcare Vouchers are non-taxable and National Insurance exempt which can save employees up to £933 per year and save employers up to £402 per employee, per year. Vouchers can be used to pay for any registered childcare, for children up to the age of 16 including; nurseries, nannies, childminders, au-pairs, after school clubs, holiday schemes, summer camps, activity clubs, crèches and many more.