

Employee Benefits



City of
Doncaster
Council

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Overview

Working for the City of Doncaster Council enables you to make a difference to whole of the community and to residents of Doncaster. We value the skills, knowledge, experience, and dedication you bring to every role.

Our employees are the most valuable asset we have and therefore we offer a wide range of staff benefits which aim to make us an employer of choice. These contribute to a fantastic work culture and workplace environment which attracts and retains employees. Helping to put the well-being of employees and positive working environment at the centre of what we do.



Work life balance

Annual Leave

At the City of Doncaster Council enjoy a generous leave entitlement to help you maintain your work life balance.

You are entitled to 29 days/214.6 hours holiday a year, (pro-rata for part-time staff) plus an additional 5 days/37 hours, (pro-rata for part-time staff) after 5 years of continuous service within Local Government. This is for anyone employed on NJC (local) terms and conditions. This is supplemented by 8 public holidays (pro rata for part-time staff).

If you require more leave for a special trip, a significant event or just to get the balance of work and home life right, you can access our Annual Leave Buy Back Scheme. This enables employees to apply to buy back up to a maximum of 74 hours (pro-rata for part time staff) extra annual leave per financial year (April to March).

We also have various special leave provisions to help if any unforeseen events happen.

Flexible Working

Being able to strike the right work life balance is becoming more and more important. The Council supports flexible working as a method of achieving that balance. This contributes to our commitment to improve equality of

opportunity, by recognising the different needs of our diverse workforce.

If properly used and managed, flexible working can improve the provision of services and support the health and wellbeing of our employees. Flexible working options include part time working, job share, compressed hours, term-time only and hybrid working. These will all be dependent on the role you have with the Council.

In some areas of the Council, we operate Flexitime which allows employees to vary their working hours within specific limits from day to day, subject to the needs of the service. Flexitime helps you to juggle commitments inside and outside work. A certain number of hours (credit or debit) can be carried forward from one accounting period to the next, with the option of taking a full day or half day off as 'flexi-leave'.



Pension

To ensure you are not just working for the present but your future as well, we offer an outstanding pension scheme that can help contribute to your financial security during retirement. The Local Government Pensions Scheme is one of the largest public sector pension schemes in the UK. Administered by South Yorkshire Pensions Authority, all employees in the scheme from the 1st April 2014 pay contributions which are based on actual pensionable pay assessed each month. Contributions for employees range from 5.5% to 12.5% with the Council currently contributing 16.4% towards your pension. The contributions you make will also attract tax relief.

There are numerous benefits to contributing to the pension scheme:

- A secure pension – the pension you build up during your employment keeps pace with your pay rises. And after you retire, your pension keeps pace with cost-of-living increases.
- Tax-free cash – you have the option to exchange part of your pension to provide some tax-free cash on your retirement.
- Peace of mind – your family enjoys financial security, with life cover and a pension for your husband, wife, civil partner or nominated cohabiting partner and eligible children in the event of your death. If you ever

become seriously ill, you could receive ill health benefits

- Flexible retirement – if you permanently reduce your hours by 40% or move to a less senior position at or after age 55 you can apply to draw the benefits you have built up, helping you ease into retirement (although they may be reduced for early payment).
- Early retirement – you can choose to retire from age 55 and receive your benefits (although they may be reduced for early payment).
- Options to pay extra and increase your pension benefits – you can boost your pension by paying more contributions. There are two options to do this Additional Pensions Contributions (APC) and Additional Voluntary contributions (AVC), you get tax relief on these too.
- Like to know more – you can visit SYPAs web site: www.sypensions.org.uk.

Employee Reward

As an employee of the City of Doncaster Council, you will have access to an exclusive range of employee rewards. These are our way of showing appreciation for your hard work and dedication. Enjoy the perks of being part of the City of Doncaster family.

Salary Sacrifice

Various schemes are in place that allow you to make payments out of your salary and save money. These include Home Technology, Cycle to Work and Buy Back of Annual Leave.

Discounts, Vouchers and Cashback

With our staff benefits scheme employees can access 1000s of savings, special offers and discounts from high street retailers, supermarkets, online retailers and many more. We also have various local offers exclusive to employees from businesses in Doncaster.

Advice and Support

We also have access to advice support on wellbeing matters, financial matters, and general lifestyle tips.

Your Well-being

Occupational Health

We have an Occupational Health team who work collaboratively with staff to maintain a healthy workforce. Our dedicated team of employee wellbeing professionals are able to provide you with advice, guidance and information. They also offer many health and wellbeing initiatives including counselling, physiotherapy and health assessments.

Health and Wellbeing

Here at City of Doncaster Council, the Health and Wellbeing of our staff is extremely important to us. Feelings of wellbeing are fundamental to our overall health. Our aim is to promote and enhance wellbeing for all staff through the development of a proactive and enabling culture, encouraging staff to feel supported in focussing on their wellbeing, the integration of wellbeing in all work activities and practices.

There is a range of support and resources available focussing on the three key areas of:

- Your mental wellbeing
- Your physical wellbeing
- Your financial wellbeing

In the unfortunate circumstance of sickness preventing, you coming into work you may receive occupational sick pay dependent upon you meeting the scheme criteria. Our sickness absence policy offers a supportive

Occupational Sick Pay Scheme. rules of the Occupational Sick Pay Scheme.

Support

We have a number of family friendly policies covering: Maternity, Adoption, Surrogacy, Paternity, Parental Leave/Shared Parental Leave and IVF. The Council also operates a career break scheme, which is an unpaid break from work of between one and five years. Continuous service is suspended and although there is no guarantee of employment at the end of the break, every effort will be made to re-employ.

Health scheme

Doncaster Council has teamed up with Westfield Health to offer employees a reduced rate for private health cover. Westfield Health provides an allowance towards the cost of dental and optical treatment, physiotherapy, chiropractic treatment and various other treatments.



Learning and Development

Learning and Development

We believe in investing in our employees' growth and development. We offer a wide range of training programmes and professional development opportunities to help enhance your skills and progress in your career. Take advantage of our supportive environment and unleash your full potential.

The Council is committed to enabling continuous learning and development opportunities for all employees. Here is a taste of what we offer:

- Leadership and Management Development
- Qualifications
- Coaching and Mentoring
- Work Shadowing
- Apprenticeships
- Secondments
- eLearning
- Masterclasses

Here at the Council a high priority is placed on effective performance management. Our Performance and Development Review (PDR) Scheme is a key mechanism for ensuring that people gain the right skills, behaviours, knowledge, and expertise to deliver what is required in their job role. It helps to ensure that the Council has a skilled and flexible workforce, now and in the future.

Employees have an annual PDR meeting, a 6-month review together with regular 1:1 meetings throughout the year.



Recognition

Everyday you will have the chance to make a real difference in the lives of the residents of Doncaster. Your contributions will have a lasting impact and help shape the future of Doncaster.

We believe it is important to recognise these contributions and have several ways this can be done.

Employee Recognition System

Our employee recognition system allows managers and colleagues to instantly recognise colleagues with a range of e-cards from happy birthday to thanking someone for the great work they have undertaken.

Going the Extra Mile (GEM)

The Council recognises, encourages and rewards excellence in the behaviour of employees over and above the requirements of their normal duties and provides an opportunity to celebrate the success of their special efforts. Awards and certificates are given to successful individual employees and teams.

