

Summary of Employment Benefits Applicable to Lay Staff based at Church House (86 Tavistock Place, London WC1H 9RT)

These are the main terms and conditions that apply, correct as at March 2021. For the avoidance of doubt, they do not apply to individuals who occupy roles as stipendiary Ministers of Word and Sacraments or Church Related Community Workers.

Any changes will be subject to consultation with employees.

1. Holidays

Full time employees are entitled to 36 days holiday in each full holiday year (this includes 8 bank and public holidays) which runs from 1 April to 31 March and is pro rata for part time employees. 3 days must be reserved for the period between Christmas and New Year when the office is closed.

2. Long service holiday

The Church recognises continuous long service with 2 days additional holiday after 7 years and 1 day additional holiday (making 3 in total), after 14 years.

3. Long Service Award Pay (non-contractual)

The Church recognises continuous long service with £500 (or pro rata) after 7 years and £500 (or pro rata) after 14 years.

4. Pension

The qualifying pension scheme for auto enrolment is The United Reformed Church Final Salary Scheme (the Scheme), administered on behalf of the Church by The Pensions Trust. Pension accrues at the rate of 1/80th of salary and current employee contributions are 7.5%. The pension scheme operates 'salary sacrifice' whereby employees sacrifice 7.5% of their salary for increased employer contributions. Employees can 'opt out' of the salary sacrifice arrangement. The scheme is subject to its rules as may be amended from time to time, and the Church may replace the scheme with another pension scheme at any time.

5. Season Ticket Loan (non-contractual)

An interest free season ticket or bike loan is available.

6. Childcare Vouchers (non-contractual)

All employees are entitled to join the salary sacrifice scheme for Childcare Vouchers.

7. Churches Mutual Credit Union (non-contractual)

All employees are eligible to participate in the Churches Mutual Credit Union.

8. Probation

The probationary period is usually the first six months of employment, which may be extended.

9. Sick Pay

After six months employment, for absences through sickness or incapacity, Occupational Sick Pay (OSP) is paid for up to a maximum of 13 weeks in a rolling 12month period. OSP is equal to normal basic salary and includes SSP.

10. Employee Assistance Programme (EAP) (non-contractual)

All employees have access to 24/7 advice and support through our EAP providers 'Counselling in Companies' (CiC). The Church may replace the scheme with another EAP provider at any time.

Document Owner - This document was prepared by the Human Resources Office (July 2016), Approved by the Human Resources Advisory Group (September 2016) and will be reviewed 12 months from the date of approval. Updated and reviewed March 2021