

## Reward and Benefit Package SCQF Partnership

We are committed to being a best practice employer  
In December 2022 were awarded IIP Gold enhanced status in recognition of our positive team culture and supportive working practices.

<b>Salary</b>	Salary bands published	Paid by direct credit transfer monthly in arrears on 28 <sup>th</sup> of each month, progressing to the top of your salary band on successful completion of annual performance review.
<b>Normal Hours of Work</b>	35 hours per week (if full time)	Worked flexibly over 5 days Monday to Friday. One hour unpaid lunch break.
<b>Time off in Lieu/ overtime</b>	On occasion	Where Officers are required to work additional hours, reasonable notice will be given and time-off-in-lieu will be awarded.  Where administrative staff are required to work overtime a payment of time and a half will be made.
<b>Salary Review</b>	Annually	Reviewed by the Board annually and taking effect 1 <sup>st</sup> April taking into account cost of living and benchmarking against market for comparable roles. SCQFP is a Living Wage employer.
<b>Pension</b>	Employer contribution of 12% to a Company personal pension scheme operated by the employer.	Employee contribution of at least 5% required. Employee contribution must comply with current Government policy.
<b>Death in Service</b>	Once you have completed your probationary period with Company you are entitled to participate	Pays to your dependents a sum equal to one time your salary if you die during your employment.
<b>Staff Development</b>		Learning and development is offered to all employees on the basis that it will add value to the role that they have within the organisation, further their career and support personal development.
<b>Allowances and Subsistence</b>	Rates are reviewed annually	Rates paid are based on the duration and method of travel incurred in the course of business activity and in line with our T&S policy.

<b>Mobile Phone</b>	Will be supplied where required.	Mobile phones may be used for appropriate personal calls. However, this will be limited to £12 per quarter.
<b>Holiday Entitlement</b>	1 <sup>st</sup> April to 31 <sup>st</sup> March each year	25 days (for full time employees) plus 13 public holidays. There is an increase in entitlement after 3 years and again after 5 years' service. A one-off additional day will be granted at 10 years' service.
<b>Health and Benefits</b>	Westfield Health Plan paid for by SCQFP. SCQFP will also offset the tax liability on this.	Benefits include proportionate reimbursement of the following: <ul style="list-style-type: none"> <li>• dental treatment</li> <li>• optical treatment</li> <li>• Therapies</li> <li>• Consultation</li> <li>• Scanning</li> <li>• Employee Counselling and advice programme</li> <li>• Personal accident cover</li> <li>• Health club concession</li> </ul>
<b>Social</b>		Free tea and coffee will be supplied within the SCQF Partnership office premises. We positively support social activity outwith the course of normal business activity.
<b>Flexible Working and work life balance</b>		We operate Flexible Working arrangements, with days in the office agreed with your line manager. All team members are entitled to make a flexible working request via their manager. The organisation has a range of family friendly policies to support individuals in achieving a work-life balance.