

DRAFT

**LOCAL IMPLEMENTATION OF THE NATIONAL FRAMEWORK AGREEMENT
FOR THE MODERNISATION OF PAY STRUCTURES**

**OUTLINE AGREEMENT BETWEEN LIVERPOOL JOHN MOORES
UNIVERSITY (LJMU) AND THE LOCALLY RECOGNISED TRADE UNIONS
OF GMB, UNISON AND NATFHE**

The agreement below confirms the local arrangements that have been negotiated and agreed between management and the three locally recognised unions for implementation at LJMU commencing 1st August 2006. Some basic principles in the approach were agreed very early on and have informed all the work that has followed:

1. All engaged in the Pay Modernisation project would work on the basis of a genuine partnership approach, rather than the conventional or historical, more confrontational, ways of working.
2. The local pay structure would be devised in a manner that provided for a genuine "all staff" grading structure, which would be applied (via job evaluation) consistently to all staff on the basis of responsibility levels and without reference to particular categories of staff. For the purposes of clarity within the organisation, however, descriptive job titles (which may refer to a particular staff group, e.g. academics), would continue to be used.
3. The nationally negotiated Framework Agreement and associated academic role profiles were to be the platform for the local decisions. The model principles and structure contained within the Framework Agreement would be adapted and improved for the benefit of local needs.
4. The new arrangements would need to deliver unequivocally genuine equal pay for work of equal value and proposals would be audited at appropriate points in the development of the pay structure to ensure that this was the case.
5. The nationally agreed Academic Contract would remain unchanged, with the exception of those areas covered by this Agreement.

The negotiations proved to be a valuable, enjoyable and productive set of discussions, which established the

efficacy and attractiveness of genuine partnership working arrangements. This is perhaps evidenced most tangibly by the decision that the staff consultation exercise would be conducted jointly between the trade union and management officials involved in the negotiations.

This Agreement incorporates the following elements:

- Job evaluation
- New pay and grading structure
- Harmonisation
- Supplemental payments
- Benefits
- Pay protection (including future years)
- National pay negotiations
- Recognition arrangements for collective bargaining
- Next steps

NOTE:

- This Agreement supersedes all previous National & Local agreements relating to pay structure and any elements covered by this Agreement.

Job Evaluation

The University purchased and implemented HERA (Higher Education Role Analysis) to ensure analytical role analysis and equal pay for work of equal value, as well as to benefit from bespoke job evaluation work undertaken on behalf of the sector in advance, and in support, of the national pay modernisation agenda.

This job evaluation scheme will:

- Underpin the transfer of all staff covered by the National Framework Agreement, as modified by local negotiation into the new pay and grading structure with effect from 1st August 2006 (including those on "local contracts" on salary levels covered by the grade structure).
- Determine the grades for all new staff appointed with effect from 1st August 2006.
- Be the methodology for determining all regradings in the future.

Beyond the implementation of the new pay and grading structure, HERA will continue to be used as the sole methodology for establishing the grade of all posts covered by the National Framework Agreement, as modified by local negotiation. Any application for consideration of the grading of a post will be assessed using HERA, as will the assessment of the appropriate grade to apply to newly created posts.

The appeals mechanism shown at Appendix 2 will continue to apply with Role Analysts being replaced by Personnel Officers beyond the immediate post implementation phase.

New Pay and Grading Structure

Appendix 1 to this agreement shows the agreed single pay and grading structure for all staff formally categorised as Academics (excluding Professors); Administrative, Professional, Technical and Clerical, (APT&C), Manual; and, Local Contract Staff up to a current salary of £47,685. This grading structure will be implemented with effect from 1st August 2006. The equal pay audit carried out has confirmed that the structure is free from bias.

Incremental progression within the grade will be automatic, until the top of the grade is reached.

There is no automatic progression between grades, however, progression between grades will be assessed by the application of HERA, to ensure the pay and grading structure retains its integrity and compliance with equal pay for work of equal value principles.

NOTE:

- Currently grades one and two are not being utilised but are included for reference.

Harmonisation

The principle of harmonisation of terms and conditions of service is to ensure that the principle of equal pay for work of equal value extends to terms and conditions of service as well as pay within any one grade.

For All Staff:

- The incremental date will be 1st August with the following transitional arrangements applying in 2006:

For those staff who were previously on a 'spot' salary e.g. local contract and manual staff, the first incremental date will be 1st August 2007. They will move to the nearest incremental point within their new grade with effect from 1st August 2006.

For those staff who are 'green circled' i.e. moving up a grade/s at the outset of the new pay and grading structure, they will move to the bottom point of their new grade with effect from 1st August 2006 and will gain the next increment on 1st August 2007.

Those staff who are red circled, ie in a pay protection environment at the outset of the new pay and grading structure, they will **NOT** gain an increment on 1st August 2006.

For those staff who had previously reached the top point of their grade their first incremental date will be 1st August 2007.

All other staff will have their incremental progression (where it exists) recognised by their placement within their new grade.

Staff Type	1st Incremental Date (where appropriate)
Current Manual Staff and Local Contract Staff	1 st August 2007
"Green Circled" Staff	1 st August 2007
"Red Circled" Staff	No further increments
"White Circled" where staff would have an expectation of an increment between 1 st August 2006 and 1 st April 2007	1 st August 2006
"White Circled" where staff have reached the top point of their current grade	1 st August 2007

- Pay Date: 28th of every month or Friday before if 28th falls at a weekend. This will include December and January.
- The Leave Year will be 1st September to 31st August, with transitional arrangements for 2006/07.
- Sickness entitlement is calculated over a calendar year, (1st April to 31st March). Each 1st April,

providing the individual is not off sick, they acquire an additional full sickness entitlement as per their contractual terms.

- Sickness entitlement for all staff covered by this agreement will be as follows:

SERVICE	FULL PAY	HALF PAY
1 st Year - less than 4 months	1 month	Nil
More than 4 months	1 month	2 months
2 nd Year	3 months	2 months
3 rd Year	4 months	4 months
4 th Year	6 months	6 months
5 Year and beyond	6 months	6 months

For those on (new structure) Grades 8 - 10

- Hours per Week of work - not determined (notional 35 hours)
- Holidays - 35 days per annum
- Probation period of 12 months
- Notice period of 2 months
- Additional payments will be made in exceptional circumstances

For those on Grades (new structure) 1 - 7

- The Hours per week of work - 35 hours
- Holidays - 30 days
- Probation period of 6 months
- Notice period of 1 month
- Overtime - in specific circumstances
- Flexi leave available unless there is a genuine occupational reason why it cannot apply. For local determination. (Extant agreements apply).

NOTE:

- Grades one and two in the new pay structure are not currently being utilised.

Pay Protection

One of the aims of the Pay Modernisation Framework Agreement, which is underpinned by job evaluation, is to ensure equal pay for work of equal value. Indefinite or extended periods of pay protection will lead to pay inequalities, which will then have equal value implications. The Equal Opportunities Commission (EOC) and relevant employment legislation supports pay protection for reasonable periods of time only, defined as a maximum of four years as reflected in the National Framework Agreement.

Where it is established that an individual's current salary is greater than the top of the grade into which their post's job evaluation points fall, these individuals are deemed to be "red circled". Individuals in this position will have their pay frozen, ie without increments or pay awards being applied, for a period of 4 years, or until the annual "cost of living rises" applied take the top point of the substantive grade into which they have been evaluated above the protected salary, whichever arrives soonest. Individuals will then

continue to receive cost of living rises as usual where these have been approved.

There are three options for individuals who are "red circled", including the four years of pay protection:

- 1. Growing/developing the role.** In conjunction with the line manager, the individual and the Personnel Officer, every attempt will be made to determine whether the responsibilities of the role or the duties may be increased over a reasonable period, so that, following re-evaluation, the grading of the role may be increased from the future date at which the new duties start.
- 2. Developing the individual.** This will give the individual agreed development opportunities, so that they may become a strong candidate for a vacancy graded at the protected level either within the department or elsewhere in the University. Where it is not possible to develop an individual's role further, a set of personal objectives and targets may be drawn up, which will be aimed at developing the individual to their full potential. This is intended to support individuals applying for alternative jobs within the University, should the opportunities arise at a future date.
- 3. Maintain Current Level of Responsibility.** In certain circumstances an individual may wish to continue in the same role. In this instance, no development activity for the individual will be available within the role parameters. This would have the effect that the individual would be slotted into the top of the relevant substantive grade at 1st August 2006 and their salary in excess of this would be protected (without benefit of subsequent pay awards) for the 4 years protection period. By the end of the 4 years, the protected salary may have been overtaken by "cost of living" awards applied to the structure as a whole and, if so, the potential salary detriment would not occur. If not, however, the salary would drop at the end of the 4 years to the top of the substantive grade.

Individuals will be offered support by a Personal Development Plan to help them with their career development and this will be reviewed and monitored through the PDPR process. A nominated individual (usually the line manager) and the relevant Personnel Officer, will help in developing this plan. Individuals will be encouraged to access development activities and training which are agreed to be of benefit, during the

four years of the Personal Development Plan. There will be a formal review after 6 months and then annually once the Personal Development Plan has been set.

A Personal Development Plan is a set of personal objectives and targets aimed at developing the individual to their full potential and to allow them the opportunity to apply for alternative roles elsewhere in the University. The University will pro-actively manage vacancies rather than "ring-fence" posts to individuals who are "red-circled". Activity will include drawing an individual's attention to posts of potential interest at the grade equivalent to the level of protection.

SUPPLEMENTAL PAYMENTS

First Aid

This payment is currently £104 per annum excluding any reasonable expenses incurred whilst undertaking first aid duties e.g. travel costs.

It is agreed that this payment will continue for those registered as University First Aiders, but will not extend to those who have undertaken the training, but who are not the recognised First Aider in their place of work.

Market Supplements

It is agreed that a policy will be developed by August 2007 to address the principles of Market Supplement and the method by which market pay data will be gathered. This work will be continued separately from this Agreement and will take account of the guidance that is expected in late 2006 from a major national project into the area.

Night Rate Payment

It is agreed that this will be payable where an individual works the majority of their normal working hours between 10.00 p.m. and 8.00 a.m. The rate will be time and a third for all hours worked, Monday to Friday.

From Midnight Saturday time and a half will be paid and Sunday will be paid at double time until midnight.

Shift Allowance

It is agreed that shift working is defined as an individual who works on rotating shifts in immediate succession covering a period of twenty-four hours, or on alternating shifts either in immediate succession or overlapping, covering a period within twenty-four hours.

Alternating shift allowance will be paid at 10% on all hours worked if the working week is between Monday and Friday and 12½% where the working week extends to include Saturday and Sunday.

Overtime (Grades 1 - 7 inclusive)

It is agreed that overtime payments will be paid to staff who work beyond their contracted hours outside their flexible working arrangements and will be managed locally on the basis of the rates of pay given below.

Rates of Pay

Where overtime is worked Monday to Saturday, time and a half will apply.

Where overtime is worked on a Sunday double time will apply.

Where overtime is worked on a Bank-Holiday, it will be paid at double time with a day off in lieu.

Where time off in lieu is agreed (to replace overtime or flexi time credit agreed), this will be accrued at the appropriate rate i.e. single time, time and a half or double time.

NOTE:

- In particular circumstances locally negotiated rates may apply for a fixed term.
- Where overtime is worked by a part-time member of staff, additional pay will be received for the hours worked without enhancement until 35 hours have been worked in any working week.
- Overtime rates will not apply to work carried out as part of a contracted shift pattern arrangement.
- The arrangements above do not represent any change to the current practice.

Grades (8 - 10 inclusive)

Additional payments will only be paid in exceptional circumstances for staff within these grades. This recognises that Staff at this level in the University will be expected to work flexibly and as the job requires. Notional 35 hours/week of work are for guidance only.

Exceptional circumstances may include where significant cover is required for an absent colleague which cannot be carried out by adjustment to current work commitments and

does require significant additional working time. This should not normally exceed one semester.

It would not, however, apply to occasional requirements to cover for short-term absences.

Call Out Payments/Standby

It is agreed that the University recognise the commitment individuals demonstrate in being prepared to modify their private lives to be available out of hours.

➤ Stand-by Allowance

It is agreed that this will be paid to those who are on a rota to provide stand-by cover outside of normal hours, weekends or bank holidays. This will include those individuals not covered by this agreement.

➤ Call out Payment

These payments will be made where an individual is required to either attend work or work remotely enabled by technology. It would not extend to straightforward advice dispersed by telephone. Call out will be paid at the enhanced overtime rate applicable, with a minimum of one hour being applied.

The values associated with these arrangements are being researched at the current time and this work will be continued and concluded separately to the Agreement.

Payment for Enterprise Activity

More work needs to be undertaken to determine appropriate payment to incentivise enterprise activity in support of the University's strategic aims. This work will conclude separately to the Agreement.

Additional Work

Individuals may from time to time be asked or invited to undertake additional duties.

To ensure that appropriate consideration is given to workload, a HERA Assessment will be made of an individual's role, including the extra work, to establish whether the additional duties represent "any other duties commensurate within the grade" of the individual, or a regrading situation.

This will apply to both temporary and permanent situations.

Individuals currently receiving "emoluments" will be assessed according to the principles established in this Agreement. If the additional duties being carried out are currently being paid as an emolument and lead to an increase in grade following job evaluation, the increase can be paid on a temporary basis and the role re-evaluated when the additional duties cease. Where the additional duties currently paid as an emolument have not led to an increase in grade, the emolument will be protected for a four year period or until the cessation of the fixed-term period for which the emolument applied, whichever is sooner.

NOTE:

- Further work is required specifically to look at emoluments paid for Equal Opportunities work and allowances for Health & Safety duties other than First Aid. This work will continue and be concluded separately from the Agreement. Current payment arrangements will continue during the period of review.

Benefits

The benefits shown in Appendix 3 is a statement of existing benefits with the following additions:

- Dental plan
- Changes to the long service award provision
- Maternity buddying scheme
- Work shadowing scheme
- Car sharing scheme

This is to be issued with the notification to staff of their new salary and grade and should assist staff in recognising that the terms, conditions and benefits associated with employment at LJMU are very competitive.

It is intended to develop the benefits package further in the future separately from this agreement.

National Pay Negotiations

This Agreement recognises that LJMU is part of the National Pay bargaining arrangements currently in place in the Higher Education Sector.

As an independent employer, it is the responsibility of the Board of Governors of any Higher Education Institution to determine the pay, terms and conditions for its staff, however, to date, LJMU has always implemented the pay arrangements negotiated at the national level.

The new pay structure will be subject to annual pay review effective from 1st August each year.

Trade Union Recognition Arrangements

To reflect more accurately and appropriately the staff now covered by the LJMU single-table bargaining arrangements and the successfully applied "partnership approach" trailed by the pay modernisation discussions, there will need to be a review of the current trade union recognition arrangements to ensure that they are relevant and robust going forward.

Any changes will build on, and not detract from, the very successful and effective existing arrangements including Joint Consultative Committee and Common Interest Committee structures.

Until the review has been negotiated and concluded, existing recognition arrangements will continue to apply.

Next Steps

This Agreement represents the first stage in implementing a modernised pay structure at LJMU based on the already negotiated Framework Agreement. Adopting the same principles of a partnership approach, work will continue in areas not yet completed.

Signed on behalf of the University

..... Date

Signed on behalf of GMB

..... Date

Signed on behalf of Natfhe

..... Date

Signed on behalf of Unison

..... Date

None of the above will affect Statutory Employment Rights

Appendix 1 - Pay Structure

Proposed New Grade	HERA Points	Current Salary £
1		11,060
1	<100	11,377
2		11,653
2	100-129	11,989
2		12,335
3		12,642
3	130-169	13,009
3		13,387
3		13,778
3		14,192
4		14,618
4	170-219	15,056
4		15,508
4		15,973
4		16,452
5		16,946
5	220-299	17,558
5		18,192
5		18,849
5		19,529
5		20,235
6		20,842
6	300-379	21,594
6		22,374
6		23,182
6		24,019
6		24,886
7		25,633
7	380-459	26,559
7		27,518
7		28,511
7		29,541
7		30,607
8		31,525
8	460-569	32,664
8		33,843
8		35,065
8		36,331
8		37,643
9		38,773
9	570-699	39,936
9		41,134
9		42,368
9		43,639
9		44,947
10		46,296
10	700-780	47,685

Appendix 2 - Job Evaluation Reassessment and Appeal Procedure

Introduction

As part of the local implementation of the national pay framework agreement, HERA has been chosen by LJMU as the job evaluation scheme to analyse all roles. HERA has been designed specifically in order to analyse a wide range of jobs in the higher education sector as objectively and consistently as possible. The grading structure for all posts will be determined by job evaluation.

Reassessment Procedure

The reassessment can only be instigated against the Grade that has been assigned to the role

- Whilst the reassessment is being considered, the individual will be paid as per the grade assigned during the implementation process
- For individuals in a pay protection environment, their salary will be at the protected rate
- There are 2 possible outcomes of the reassessment process, that the grade of the role is confirmed or that the grade of the role increases
- The reassessment against the assignment of a Grade must be lodged in writing **during the reassessment window (1st July 2006 - 30th September 2006)**. Requests for reassessment received outside of this time will not be considered unless there are exceptional circumstances e.g. extended sickness leave

Note: Those not included in the original assessment due to exceptional circumstances can be assessed for the first time.

- There will be an opportunity to discuss the implications of the JE exercise with your personnel officer, prior to the appeal window opening
- Staff requesting a reassessment have the right to be accompanied by a trade union representative, work colleague or friend at each stage in the process

- Job Evaluation evaluates the level and complexity of the role. It does not normally evaluate the workload, performance or market rate for the role. Should your reassessment request be on these grounds, your reassessment may be passed to your Personnel Officer who will advise you.
- Staff who have had the opportunity to complete a role descriptor form, but have chosen not to do so, cannot request a reassessment of their role, unless agreement has been reached with their line manager.

Reassessment Process

- The role holder should submit in writing via a pro forma to the Job Evaluation Manager the reasons they wish to have their job reassessed.
- The initial stage in the reassessment process is to try to resolve it informally. This will include a role analyst checking the original scoring of the original role descriptor form and a discussion with the member of staff to try and resolve the issues informally and about the possible outcomes of the reassessment. The employee has the right to be accompanied at this meeting.
- Where there is a dispute in the evidence provided on the role descriptor form, between the role holder and the verifier, this discrepancy should be thoroughly explored. If no agreement can be reached regarding verification, then the matter should be referred to the line manager of the verifier for consideration. Their judgement will be final and the role scored on this basis.
- Should the member of staff wish to submit a revised role descriptor form, then this must be signed and verified. Assistance will be given on completion of the role descriptor form from the role analysts. A six week completion time will be allowed.
- If the member of staff wishes to be interviewed, this will be undertaken by a trained role analyst. This interview would focus on the changes that need to be made to the submitted role descriptor form. The member of staff has the right to be accompanied at the interview. This revised role descriptor form will need to be signed and verified.

- The re-submitted role descriptor form will be evaluated by a Reassessment Panel made up of 2 role analysts and checked by a 3rd.
- The Job Evaluation Manager will write to the member of staff about the outcome of the reassessment.
- Should the outcome of the reassessment be an increase in the grade of the role, the regrading will be backdated to 1st August 2006.
- Should the outcome of the reassessment still be a reduction in the grade of the post, pay will be protected in line with the agreed pay protection agreements.

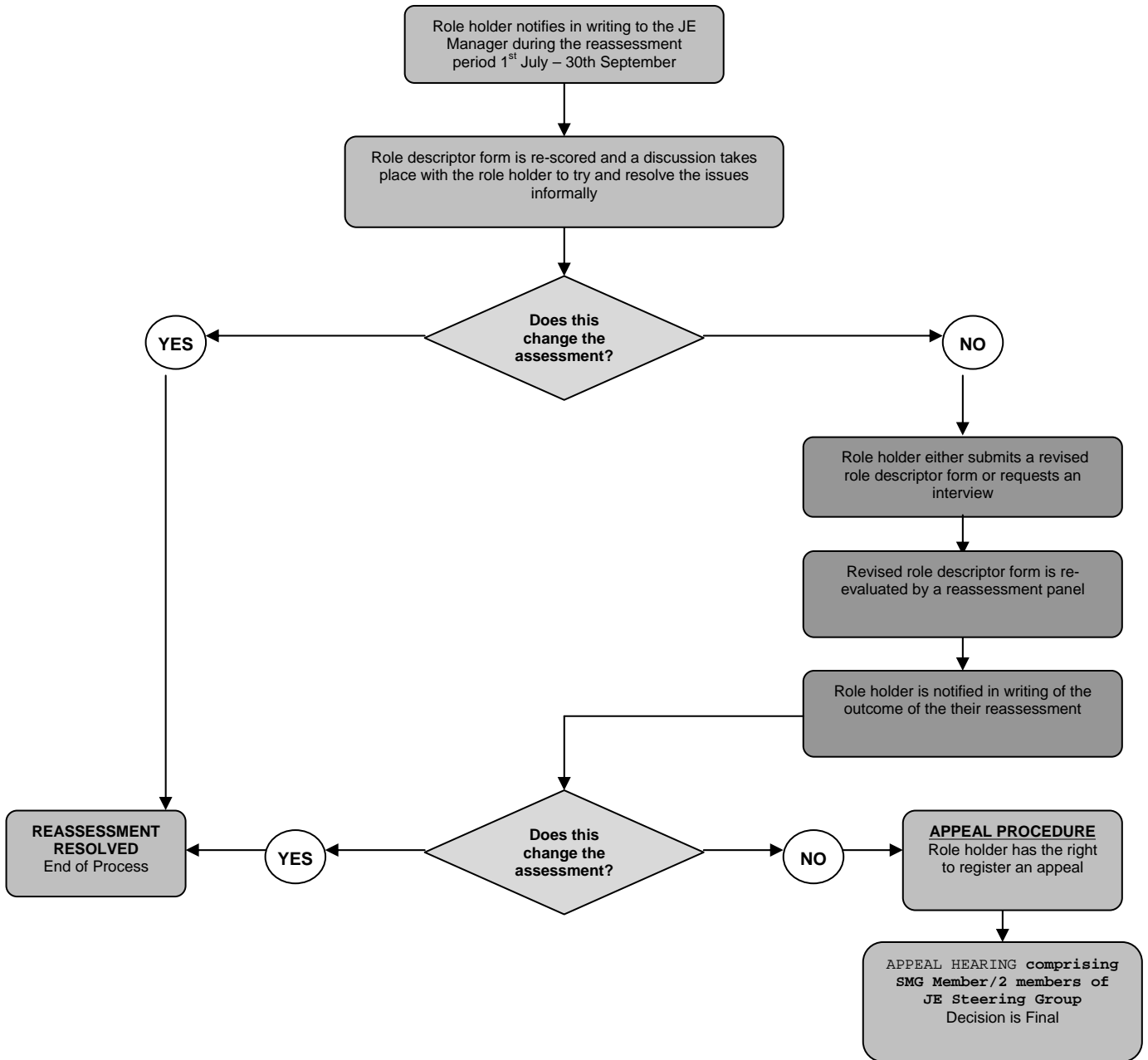
Appeal

- Should the member of staff wish to appeal against the outcome of the reassessment process, the appeal should be lodged in writing within 14 days of the reassessment with the Director of Personnel.
- The appeal submission must clearly identify the specific elements of HERA they believe to have been incorrectly evaluated based on the definitions provided in the role description document. This will be passed to an analyst involved in the assessment for response to the appellant in writing at least 5 days prior to the appeal hearing.
- The appeal will be heard by a Member of SMG who has received awareness training of HERA the job evaluation scheme. They will be advised by two members of the Job Evaluation Steering Group, 1 from the Management representatives, 1 from the Trade Union representatives. The Appeal Panel will be quorate provided the Chair and 1 member of the Job Evaluation Steering Group are present. The decision of the Appeal Panel will be final.
- The protocol for the hearing will be as follows:
 - The appellant will use their appeal submission document to identify the specific elements they believe to have been incorrectly evaluated. The Panel may ask questions of the appellant or their representative for clarification.

- o The role analyst will respond to questions from the panel based on their written response.
- o The panel will adjourn to consider their decision. This may be announced at the time of the hearing or confirmed in writing within 3 working days. The outcome will determine whether the appellant has just cause to have the elements of their post re-scored which may or may not affect the grade allocated. The outcome of the Reassessment Panel is final.

Note: There will not be the opportunity for cross examination of either party providing evidence.

Note: Where there is no change of circumstances no further request for reassessment can be lodged within 18 months of the decision.



Appendix 3 - Benefits

LJMU STAFF BENEFITS (2006/07)

Capturing your benefits - how it all adds up.

You know that you get paid and you know that you get benefits alongside your monthly salary. But do you know the full extent of the benefits you have by working at LJMU? There are so many, it would be surprising if you could list them all without a lot of thought. That's where this booklet should come in useful. It contains details of all the benefits you could be entitled to as a member of staff of LJMU. We've grouped them together into families, so anything you're specifically looking for should be easy to find.

MONEY

Supporting you in your financial needs, now while you're working, in the future when you've retired and covering you in case you can't work.

HEALTH

Keeping you fit and healthy; helping to prevent you getting ill and supporting you when you are.

FLEXIBILITY

You have a life outside of work and sometimes you'll need the flexibility to balance this with the needs of your job. LJMU has a range of approaches covering many different situations to help you balance your needs.

DEVELOPMENT

It's important that we all continue to learn and develop and there are plenty of learning opportunities available to you.

BENEFITS

Making the most of being part of a large organisation.

COMMUNITY

This is your chance to put something back into the community, while supported by LJMU. You can also take part in the LJMU community by joining various groups and networking with people who have the same interests as you.

CONTENTS

Money

- Base Salary
- Pension
- Pre-retirement Courses
- One to one pension sessions
- Childcare Savings
- Loyalty Awards
- Access to Independent Financial Advice

Health

- Sick Pay
- Access to Occupational Health, Physiotherapy and Counselling Services
- Medicash
- Universities & Colleges Personal Healthcare Scheme
- Dental Plan
- Sports facilities
- Village Hotel Group Leisure Club & Gym Membership
- Personal Accident Insurance
- Flexible Working

Flexibility

- Work Life Balance (Kitemark - hopefully within the near future)
- Flexible Working and Flexitime
- Job Share opportunities
- Maternity Leave
- Maternity Buddying Scheme
- Adoption Leave
- Paternity Leave
- Parental Leave
- Holidays
- Christmas Shutdown
- Paid Bank or Public Holidays
- Cultural and Religious observance
- Special Leave
- Unpaid Leave
- Time Off for Dependents

Development

- Centre for Staff Development
- Provision of Leadership & Management Modules
- Bespoke Programmes
- Core and Open Programmes
- Team Development
- One to One Coaching
- Learning & Development Needs Analysis
- Work Shadowing Scheme
- Induction
- Personal Development and Performance Review (PDPR) Scheme
- Professional Development

Benefits

- Car Allowance Scheme
- Car Sharing Scheme
- Travel Loan Scheme (interest free)
- Bicycle Loan Scheme (interest free)
- Car Parking facilities
- Removal expenses (new employees)
- Shuttle Bus
- Catering & Vending Services
- Laptop Rental Scheme
- Home Use of Software
- Learning and Information Services
- Travel and Personal Accident Insurance
- Costco Membership

Community

- Employee Volunteering
- Team Volunteering (community projects etc)
- Staff Support groups
- Give as you Earn
- Clubs and Societies
- ALUMNI
- Roscoe Lecture Series

Contact Details

Throughout this booklet, at the end of each benefit outlined, there is a paragraph entitled "*More Answers*" which will direct you to the appropriate source for further information on that particular benefit. Where this is a member of staff please refer to JMU Web for contact details.

MONEY

Money - we can't do without it. It is not enough to leave it in the bank or spend it all straightaway. At LJMU we provide opportunities to encourage you to use your income wisely so that it adds up for you now and in the future.

Base Salary

Your annual salary is paid monthly into your bank or building society account.

What it means to you

- Financial reward for your work
- Recognising your skills and the contribution you make to LJMU

More answers

A to Z Staff Handbook - Pay Arrangements

Staff Handbook (Ref copy) - Terms and Conditions of Employment

JMU Web - Finance Section

Talk to your line manager

Pension

There will come a time when you will want to start enjoying a well-earned retirement. Nowadays you could be looking at retirement lasting 20 years or more - so it's worth enjoying those years as much as you can.

LJMU supports two occupational pension schemes that have similar benefits and employee contribution rates. They are:

Teachers Pension Scheme for academic and academic related staff;

Local Government Pension Scheme for all other staff.

What it means for you

- An income in retirement which is index linked, and a tax-free lump sum
- An enhanced ill health retirement pension and lump sum if you become too ill to work
- Benefits for your family in the event of your death before or after retirement
- Money you pay into your pension scheme is paid in before tax. So, in effect, if you are a basic rate taxpayer, £22 of every £100 you pay will be paid for by the Inland Revenue, or £40 if you are a higher rate taxpayer
- You can top up your pension by paying Additional Voluntary Contributions (AVCs) or buying additional years. Both of these options qualify for tax relief.
- Opportunity to buy additional Life Assurance

More answers

Relevant Occupational Pension Scheme Booklet

Teachers Pension Scheme 0845 6066166
Mowden Hall, Darlington, DL3 9EE
www.teacherspensions.co.uk

Local Government Pension Scheme 0151 242 1391Merseyside Pension Fund, 7th Floor, Castle Chambers, 43 Castle Street, Liverpool, L69 2NW
www.merseysidepensionfund.org.uk

Your Personnel Officer for initial queries

Pensions Liaison Officer

A to Z Staff Handbook - Pension Schemes

JMU Web- Working at LJMU

Pre-retirement Courses

If you are approaching retirement, you may wish to increase your awareness of issues surrounding retirement and pension benefits by attending one of our Pre-retirement courses currently held four times a year.

What it means to you

- Gives you access to specialist speakers and presentations on a range of issues such as tax and investments, wills and probate.

More answers

Pensions Liaison Officer

JMU Web - Working at LJMU

One to one pension sessions

One to one sessions can be arranged with LJMU's Pensions Liaison Officer. We are not allowed to give personal advice but can give general tips and let you know who could help you further.

What it means for you

- An opportunity to discuss with the Pensions Liaison Officer any queries you may have regarding any aspect of either of the pension schemes supported by the University - Teachers Pension Scheme or the Local Government Pension Scheme.

More answers

Relevant Occupational Pension Scheme Booklet

Pensions Liaison Officer

A to Z Staff Handbook - Pension Schemes

Staff Handbook (Ref copy) - Pension Schemes

JMU Web - Working at LJM U

Childcare Vouchers

You want the best for your children and don't want to worry about them while you are at work. This scheme helps you afford a bit more as you pay less national insurance and tax on the money you use to purchase childcare vouchers each month.

What it means for you

- You make a saving on the cost of your childcare as childcare vouchers are tax and NICs exempt
- This means that up to £243 per month of your childcare payments become exempt from tax and national insurance (2006 rates)
- In return for giving up the right to receive a portion of your salary, a payment, via Kids unlimited Virtual Vouchers, is made to the approved carer you have nominated
- Your vouchers can be used to pay for childcare that is registered or approved, including childminders, nurseries and play schemes registered by Ofsted, out of hours clubs run by a school on the school premises or by a local authority

More answers

Your Personnel Officer

Team Leader - Admin, Personnel Department

Salary Sacrifice Scheme Information Booklet, Personnel Department

www.kidsunlimited.co.uk

www.virtualvouchers.com

Staff Handbook (Ref copy) - Childcare Vouchers

JMU Web - Working at LJMU

Loyalty Awards

Many people give loyal service to LJMU over many years and it does not go unnoticed. These awards recognise

these people and are a way of saying thank you for their service.

What does it mean to you

- After you have worked for 25 years you will receive from the University a gift up to £200 from Boodles or reimbursement of £200 after purchasing a gift of your choice.

More answers

Your Personnel Officer

Team Co-ordinator (Pensions)

Access to Independent Financial Advice

At some time in your life you may feel you could benefit from some financial advice. Such advice can be provided by Independent Financial Advisers (IFA's). IFA's are fully trained professionals who aim to give you impartial advice on the most appropriate financial solutions for your particular circumstances.

What it means for you

- Advice on a wide range of financial issues including: life insurance, health insurance, capital investment, executive and personal pension plans, redundancy and early retirement, corporate/business services, tax planning and mortgage related products.
- Access to IFA's within your local area
- A voucher entitling you to a free initial consultation with an IFA and a brochure giving a brief outline of what to expect and the kind of areas where an IFA may be able to help you.

More answers

IFA Promotion - 0800 085 3250 www.unbiased.co.uk

Pensions Liaison Officer

A to Z Staff Handbook - Independent Financial Advice

Staff Handbook (Ref copy) - Benefits

JMU Web - Working at JMU

HEALTH

We take it for granted most of the time - until something goes wrong - then it becomes the most important thing in the world to us. To help you in managing your well-being and encourage you to look after yourself we have a number of schemes and facilities that you can take advantage of.

Sick Pay

It is bad enough being ill without worrying about money whilst you are trying to get better. Sick Pay ensures that you continue to receive pay for a set period of time.

What it means for you

- You receive an income for a period of time while you are unwell and unable to come to work
- The amount you receive will be dependent on your length of service

More answers

Your Personnel Officer

A to Z Staff Handbook - Sickness Policy

Staff Handbook (Ref copy) - Sickness Absence Notification Procedure

JMU Web - Working at LJMU

Medical Services and Counselling

Should you feel ill at work or have an accident in the vicinity of the university, the Occupational Health team is available for your use.

In conjunction with the Health & Safety Unit and Personnel, the Occupational Health team provide a variety of services for you.

What it means for you

- Treatment and first aid

- Access to a Health Advisory Service & well being initiatives
- Access to an Occupational Health Nurse
- Access to a confidential Counselling Service
- Immunisation
- Medical referrals via Occupational Health Nurse
- Prevention of work related illness or injury
- Staff health screening
- Referral to our Physiotherapist

More answers

Your Personnel Officer

Occupational Health Team
Charles Robertson Centre
70 Mount Pleasant
0151 231 3319

Counselling Service
Rodney House (2nd Floor)
0151 231 3153
conselling@livjm.ac.uk

A to Z Staff Handbook - Medical Services

Staff Handbook - Medical Services

JMU Web - Welfare and Support

Medicash

Should you become ill, the cost can be considerable. Medicash is not private health insurance, but it acknowledges that time away from work can mean extra costs for you and your family. At those times, Medicash can come quickly to your aid, providing ready cash when you really need it.

What it means for you

- A Medicash option to suit your domestic and financial circumstances
- The option of three types of membership - Standard, Dual and Family, with 3 levels within each - Bronze, Silver and Gold
- 21 tax free benefits, including hospital and maternity admission; recuperation grants;

physiotherapy; sight tests; dentistry and home help grants

- Monthly payment via deduction from salary

More answers

The Personnel Department Admin Team

Medicash
Merchants Court
2 - 12 Lord Street
Liverpool, L2 1TS
0151 702 0260

A to Z Staff Handbook - Medicash

Staff Handbook (Ref copy) - Medicash

JMU Web - Working at LJMU

Universities & Colleges Personal Healthcare Scheme

Offers you medical insurance, underwritten by AXA PPP healthcare, developed specifically for academics and support staff within Universities and Colleges

What does it mean for you

- Automatic acceptance to all applicants
- Choose from five different Plans
- Full immediate cover - including previous and existing medical conditions (Premier Plan & Key Plan only)
- Discounted premiums - calculated on a group rather than individual basis
- No limit on the number of children covered under one child subscription
- Health at Hand is a confidential health information service available to you and your family

More answers

Your Personnel Officer

AXA PPP Healthcare 0800 0321 950

www.axapphealthcare.co.uk

Universities & Colleges Dental Plan (currently being developed)

As routine dental treatment is becoming increasingly costly it may be worth considering Dental Plan, which is provided by National Dental Plan Ltd.

This voluntary scheme is a dental insurance policy available to you. It is considerably less expensive than an individual plan.

What it means for you

- Free choice of dentist, either NHS or private
- No dental checks required prior to commencement of cover
- All pre-existing conditions covered (except oral cancer)
- Immediate cover - all treatment, including an existing course of treatment, is covered from day one
- Simple claims procedure and prompt claims payment
- No limit to frequency of claims - any number of claims may be submitted, in accordance with the plan benefit schedule
- Worldwide cover
- Cover for accident and sports injury including contact sports

More answers

National Dental Plan Limited - 01344 381600

Sports Facilities

For those of you who wish to keep or get fit the University has sports facilities based at IM Marsh Campus that you can use.

What does it mean for you

- You can take out a discounted three, six or twelve month membership to use the gym and swimming pool at IM Marsh

- Discounted rates for exercise classes and use of facilities
- Access to various activities and events such as holiday camps, hire of facilities for parties, and junior and adult coaching

More answers

Marsh Sports Centre
 IM Marsh Campus
 Barkhill Road
 Liverpool, L17 6BD
 0151 231 5230

A to Z Staff Handbook - Sports Facilities

Staff Handbook - University Sports Facilities

JMU Web - Marshsports

**Village Hotel Group Leisure Club and Gym Membership
 (under development)**

As an alternative to our own facilities at IM Marsh, you may wish to improve your health and fitness by joining and using the facilities of the Village Hotel Group Leisure Club and Gym. These are located at their hotels at Whiston and Bromborough.

What does it mean for you

- No joining fee
- You can take out a reduced corporate twelve month membership (gold or off peak)
- Access to the following Club facilities:
 - o swimming pool, including sauna, steam room and twin spa pool
 - o fitness studio, including a separate cardio zone
 - o aerobic studios, with a choice of over 80 classes per week;
 - o spinning studio
 - o racquet sports
 - o toning tables
 - o social clubs and activities, including 20% in Salingers Restaurant and 10% off accommodation at all Village Hotels.
- Additional charges only apply for the use of sunshowers and sunbeds, and for Healthworks treatments.

More answers

Village Inn, Bromborough, Membership Office - 0151 643 4717

Village Inn, Whiston, Membership Office - 0151 449 2341

www.VillageHotelsOnLine.co.uk

Travel and Personal Accident Insurance

Although the vast majority of all journeys are completed without incident, no matter how careful you are, occasionally things can go wrong. It is comforting to know, therefore, that whilst you travel on University business and are away from home overnight or for a longer period you will be covered by Personal Accident and Travel cover.

What it means for you

- Personal Accident and Travel cover as specified above
- Receipt of a Travel Insurance Indemnity Card (for foreign travel) which details emergency 24 hour telephone, fax and telex number for obtaining immediate assistance from International Assistance Services

More answers

Your Personnel Officer

A to Z Staff Handbook - Insurance

Staff Handbook - Insurance

JMU Web - Finance

Flexible Working

Refer to the section on FLEXIBILITY

FLEXIBILITY

We all talk about having balance in our lives, but in this day and age it can be a difficult thing to achieve. To assist you in doing a good job and at the same time enjoying time outside of work and meeting your other responsibilities we have put together a number of different approaches covering many different situations.

Work Life Balance

LJMU has a range of approaches covering many different situations to help you balance your needs.

What it means for you

- A range of policies and procedures to help you balance your needs and maintain a healthy balance between your work and home life

More answers

Your Personnel Officer

A to Z Staff Handbook – Work Life Balance

Staff Handbook – Work Life Balance

JMU Web – Working at LJMU

Flexible Working

Rather than being stuck in a nine-to-five routine that may not suit the other commitments in your life flexible working allows you to look at other ways of achieving your working week. There are a number of different approaches such as:

- Flexitime
- Part-time working (& job share)
- Term time and semester only working
- Annualised hours
- Occasional working at home

You can adopt an approach that is right for you and the business subject to application to, consultation with and approval by your line manager.

What it means for you

- A chance to change your working pattern to suit your life
- Takes away some of the pressures if you are having to juggle different demands and responsibilities
- Allows you to do your job well and fulfil your home life within an agreed framework

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Flexible Working, Part-time Working, Working from Home (Occasional)

Staff Handbook - Flexible Working, Part-time Working, Occasional Working from Home

JMU Web - Working at LJMU

Flexitime

Flexitime currently operates in a number of areas for support staff throughout LJMU. Its operation is based on a model agreement but is determined locally via negotiation with the appropriate managers and Unison representatives.

What it means for you

- A more flexible way of working to suit you and your School or Service Team

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Flexitime

Staff Handbook - Flexitime

Job Share

Finding a job that can be done part-time can be difficult and an alternative may be to share a full-time job with someone else. With your Line Manager's agreement you may be able to work with a colleague or find a job-share partner.

What it means for you

- The satisfaction of continuing to work while sharing the workload
- You may be able to carry on doing the same work but for fewer days

More answers

- Talk to your Line Manager
- Your Personnel Officer
- A to Z Staff Handbook - Job Share
- Staff Handbook (Ref copy) - Job Share
- JMU Web - Working at LJMU

Maternity Leave

It is the age old cliché that having a baby changes your life, but it need not mean that you have to leave work behind. You can take up to 52 weeks maternity leave, depending on your length of service, and return to your job at the end of your leave. For some of that time you will receive LJMU maternity pay, which is more than the statutory minimum.

What it means for you

- You have some paid time at home with your baby without having to worry about your job
- With up to a year available as maternity leave, it gives you plenty of time to enjoy those early months of babyhood and time to adapt to your new family before incorporating work back into your life

- It also gives you the opportunity to organise childcare before your return

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Maternity Leave

Staff Handbook - Maternity Leave

JMU Web - Working at LJMU

Adoption Leave

If you are legally adopting a child you are entitled to the same pay and leave as mothers taking maternity leave. The adoption pay and leave are more than the statutory minimum.

What it means for you

- You have some paid time at home to get to know your child without having to think about work
- With up to a year available as adoption leave, it gives you plenty of time to enjoy those early months of parent hood and time to adapt to your new family before incorporating work back into your life
- It also gives you the opportunity to organise childcare, if required, before your return

More answers

Speak to you Line Manager

Your Personnel Officer

A to Z Staff Handbook - Adoption Leave

Staff Handbook (Ref copy) - Adoption Leave

JMU Web - Working at LJMU

Paternity Leave

Dads need a chance to get to know the new person in the family too and, perhaps more importantly, to support mum in the early days. New dads can take up to two weeks paid leave within 56 days of the baby's date of birth or adoption. Payment is at full rate of pay, which is more than the statutory minimum.

What it means for you

- You can devote time to your new family in the first few weeks when it is most needed
- The opportunity to have some financial support while taking time out to be with your family

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Paternity Leave

Staff Handbook - Paternity Leave

JMU Web - Working at LJMU

Maternity Buddying Scheme (currently being developed)

Being a parent is the hardest job in the world! Your life is usually turned upside down with this new person around and your feelings and attitudes towards life and work can change dramatically. It is an enormous help if you have someone you can talk to about combining work and parenthood. This voluntary buddying scheme puts you together with someone who can give you valuable advice and support.

What it means for you

- You know that you have support through your maternity or adoption leave and your return to work
- You can be reassured that you are not alone in the way you might be feeling
- Your buddy will be full of practical ideas and advice on how to cope with the increased demands on your time

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Maternity Buddying

Staff Handbook (Ref Copy) - Maternity Buddying

JMU Web - Working at LJMU

Parental Leave

LJMU recognises that there are critical times, particularly in your child's early years, when you may like to spend more time with your children. To help you, LJMU allows you to take up to four weeks unpaid parental leave in any calendar year to look after your child and up to 13 weeks in total. This is available to you until your child is 5 or 18 if the child is disabled. This benefit is more than the statutory minimum.

What it means for you

- Takes some of the worry away about how to juggle family and work life
- Gives you time to be with your child when you most need to

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Parental Leave

Staff Handbook (Ref copy) - Parental Leave

JMU Web - Working at LJMU

Holidays

We all need to take time off - to spend time with family and friends, travel, and for those special occasions. The number of days holiday you get at LJMU ranges from 30 to 35 days per holiday year depending on your particular employment contract.

What it means for you

- The opportunity to relax and take a well-earned break away for your job
- If you do not use up all your days in any holiday year, you can carry forward up to five days to the next year (pro rata for part time staff), provided your Line Manager agrees

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Holidays and Holiday Pay

Staff Handbook (Ref copy) - Holidays and Holiday Pay

JMU Web - Working at LJMU

Christmas Shutdown

Each Christmas and New Year period LJMU closes its premises. For the majority of staff this means that they are not required to come into work during this period. This holiday is additional to your annual leave entitlement.

What it means for you

- You have the opportunity to relax and take a well-earned break away from your job over the festive period

More answers

Talk to your Line Manager

Your Personnel Manager

A to Z Staff Handbook - Holidays and Holiday Pay

Staff Handbook (Ref copy) - Holidays and Holiday Pay

JMU Web announcements

Paid Bank or Public Holidays

In addition to your annual leave you also receive eight statutory days (pro rata for part time staff), three of which are taken in the Christmas shutdown. You receive payment for these days, although there is no statutory requirement to do so.

What it means for you

- The opportunity to relax and take a break away from your job when friends and family are likely to be off from work too.

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Holiday and Holiday Pay

Staff Handbook (Ref copy) - Holiday and Holiday Pay

JMU Web - Working at LJMU

Cultural and Religious Observance

Should you require time off to participate in your personal cultural/religious festivals, your Line Manager will always give appropriate consideration to your request.

What it means for you

- The opportunity to for you to participate in your cultural/religious festivals

More answers

Talk to your Line Manager

Your Personnel Officer

Equal Opportunities

A to Z Staff Handbook - Cultural and Religious Observance

Staff Handbook - Cultural and Religious Observance

JMU Web - Equal Opportunities - Equal Opportunities Policy

Special Leave

When you have to deal with distressing situations, such as a close family bereavement, you need to have time away from work to help the healing process and to allow you to sort out family arrangements.

In addition there are a number of public duties that can draw on your time and commitment. If you need to take leave to fulfil your role as a magistrate, attend for jury service or TA duties for instance, you can do so under the special leave policy.

What it means for you

- Peace of mind, knowing that you do not have to deal with work at the same time as trying to cope with something really difficult in your life
- You can contribute to your local community by giving public service, knowing that you will be supported

by LJMU if you need to take some time off work to fulfil your duties.

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Special Leave

Staff Handbook (Ref copy) - Special Leave

JMU Web - Working at LJMU

Unpaid Leave

Unpaid leave will only be granted to you in exceptional circumstances.

What it means to you

- That you can apply for such unpaid leave in exceptional circumstances that are not covered in any of the University's established policies.

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Unpaid Leave

Staff Handbook (Ref copy) - Unpaid Leave

JMU Web - Working at LJMU

Time Off for Dependents

There comes a time for all of us when our families need more from us than usual, perhaps because of sickness, injury or simply getting older. Recognising these extra demands that sometimes affect people during their lives, LJMU gives you the chance to take reasonable time off work without pay to deal with unexpected or sudden emergencies concerning a dependent.

What it means for you

- It takes the worry away of how to balance your job and your home life and allows you to give your time and care where it is most needed to support your family in times of unexpected/sudden emergencies

More answers

Talk to your Line Manager

Your Personnel Officer

A to Z Staff Handbook - Time Off for Dependents

Staff Handbook (Ref copy) - Time Off for Dependents

JMU Web - Working at LJM

DEVELOPMENT

As a higher education establishment, we realise how important it is for staff to learn and develop not only for their own purposes but also to help LJMU achieve its mission and vision of "Dream - Plan - Achieve". There are numerous development opportunities available for you to take advantage of whilst working at the University.

Centre for Staff Development

LJMU's Centre for Staff Development provides you with the opportunity to seek advice, receive coaching, attend core and open courses to support your individual development, as well as those of your team and the organisation.

Your individual needs can be met through the following:

- Core and Open Programmes
- Leadership and Management Modules
- Bespoke Programmes and development activity
- Team Development
- 1:1 coaching
- Development Needs Analysis
- Myers Briggs Personality Type Indicator Analysis and feedback
- Information and Communication Technology (Learning Information Services and European Computer Driving Licence)
- Development Events
- PG Cert/Diploma/MA in Learning and Teaching in Higher Education

The Centre can also provide you with learning and resources information such as videos, self-directed workbooks and CD-ROMs.

What it means for you

- When you start at LJMU the focus is training you for your new job
- As time progresses, you may start thinking about how to develop further
- You have access to the resources at LJMU, including those of the Centre for Staff Development
- Informal training is also available through workplace development, such as 1:1 coaching, secondments, work shadowing and mentoring

More answers

Your Line Manager

Centre for Staff Development

A to Z Staff Handbook – Staff Development Policy

Staff Handbook – Staff Development Policy

JMU Web – Centre for Staff Development

Work Shadowing

Work Shadowing is an opportunity for you to find out about other roles within LJMU.

What it means for you

- It provides you with an opportunity for self-development and career progression
- You can share best practice, improve your networking, cross -departmental empathy and communication

More answers

Talk to your Line Manager

Centre for Staff Development

A to Z Staff Handbook – Work Shadowing

Staff Handbook (Ref Copy) – Work Shadowing

JMU Web – Centre for Staff Development

Induction

As a new member of staff you will receive an individual induction and Professional Development Programme, which will be completed locally with the support of your line manager.

What it means for you

- Assistance to obtain the knowledge and skills necessary to enable you to settle into and perform effectively in your new role.

More answers

Your Line Manager

Centre for Staff Development

A to Z Staff Handbook - Induction

Staff Handbook (Ref copy) - Induction

JMU Web - Centre for Staff Development

Personal Development and Performance Review Scheme (PDPR)

You do not know how well you are doing at your job or what your development needs might be, unless you know what you are supposed to be aiming for. Through the PDPR Scheme you agree with your Line Manager a clear set of objectives and any development needs you may have for the year ahead. This is followed up with regular conversations and sometimes a half yearly review with your Line Manager to see how you are doing against those objectives.

What it means to you

- It helps you reach your full potential, encourages you to aspire to excellence and maintain high standards
- It gives you a clear grasp of what is expected of you and what you can do about achieving your goals, as well as the behaviours required
- It gives you the chance to identify areas you feel you need help with and take advantage of the learning opportunities available
- It involves you in identifying your personal contribution to the development and delivery of the University/Faculty/Service objectives
- It is an opportunity to celebrate your successes and identify areas for development

More answers

Talk to your Line Manager

Centre for Staff Development

A to Z Staff Handbook - PDPR

Staff Handbook - PDPR

JMU Web - Centre for Staff Development

Professional Development

Having a professional qualification can really help with your career progression and give you a boost in your current role. To help you achieve this, LJMU considers requests for financial or other support such as time off for attendance. The qualification needs to be relevant to your current job and could include

- National Vocational Qualification (NVQ), or
- Continuing Professional Development (CPD)

You should talk to your Line Manager before you start studying to agree the level of support LJMU is willing to provide.

What it means to you

- You gain a tangible and valuable qualification whilst continuing in your job and with the support of your Line Manager

More answers

Talk to your Line Manager

Centre for Staff Development

A to Z Staff Handbook - Professional Development

Staff Handbook (Ref Copy) - Professional Development

JMU Web - Centre for Staff Development

BENEFITS

As a large organisation we are able to offer you a number of benefits you may wish to take advantage of.

Car Parking

If you come to work by car you can, for a modest cost, use the parking facilities in the city centre and at the IM Marsh campus on a first come first served basis.

What it means to you

- You will have access to the limited parking facilities in the city centre and IM Marsh campus
- The cost of your parking permit will be deducted via your salary each month

More answers

Security Services

A to Z Staff Handbook - Car Parking

Staff Handbook (Ref copy) - Security and Car Parking

JMU Web - General Information

Car Sharing Scheme

Have you ever thought about car sharing as a means of travelling to and from work? LJMU has introduced such a scheme. It is an online data base system that staff and students can access from either home or work via the Travel Plan web page. The system allows you to arrange journey details and share the costs of travel.

What it means to you

- It will reduce your travel costs
- Provide company for you on your way to and from work
- Encourage more efficient use of your car
- Reduce congestion and pollution

More answers

www.ljmu.ac.uk/infrastructure/travelplans

JMU Web - Travel Plan page

Annual Travel Season Ticket Loans

Should you travel to and from work on public transport, you can take advantage of our LJMU interest free annual season ticket loan, which does not qualify as a taxable benefit.

What it means to you

- You will receive an interest free loan to purchase your annual travel ticket
- It is tax free and it does not qualify as a taxable benefit
- The cost of your loan will be spread over 12 months, being deducted from your net pay in 12 monthly instalments

More answers

Team Co-ordinator (Pensions)

A to Z Staff Handbook -Season Ticket Loan Scheme for Travel Purposes

Staff Handbook (Ref copy) - Annual Season Ticket Loan Scheme for Travel Purposes

JMU Web - Working at LJMU

Bicycle Loan Scheme

Should you wish to travel to work by bicycle the University has introduced this scheme to give you the opportunity of an interest free loan to contribute to the purchase of a bicycle.

What it means to you

- You will receive an interest free loan of up to £300 towards the cost of purchasing a bicycle from a store of your choice

- It is tax free and it does not qualify as a taxable benefit
- The cost of your loan will be spread over 12 months, being deducted from your net pay in 12 monthly instalments (or less than 12 if required)

More answers

Team Co-ordinator (Pensions)

A to Z Staff Handbook - Bicycle Loan Scheme

Staff Handbook (Ref copy) - A Bicycle Loan Scheme

JMU Web - Working at LJMU

Removal Expenses (new employees only)

If you are recruited from outside of LJMU and it is necessary for you to move home then, in exceptional circumstances, you may be eligible for removal expenses.

What it means to you

- Assistance to you as a new member of staff, on a contract of a minimum duration of two years, in meeting your removal expenses

More answers

Your Personnel Officer

A to Z Staff Handbook - Removal and Disturbance Policy

Staff Handbook (Ref copy) - Removal and Disturbance Policy (for new employees only)

JMU Web - Working at LJMU

Shuttlebus Service

To enable you to travel between sites the University operates a shuttlebus service for your use during semester time only.

What it means for you

- Free use of the shuttlebus service during the semester

More answers

Shuttlebus driver, via Postal Services Department

A to Z Staff Handbook - Shuttlebus Service

Staff Handbook (Ref copy) - Shuttlebus Service

JMU Web - General Information

Catering and Vending Services

Feeling hungry, need to refuel? LJMU has a number of catering units spread over its 3 campuses that you can use. If you require special dietary foods a selection of such are available on a call order basis. In addition, there are vending machines located throughout the University for snacks and drinks.

What it means for you

- You will have access to a catering unit near your place of work
- Special dietary foods are available to you on a call order basis
- Provision of vegan/vegetarian food, seafood and various other dishes including Halal and Kosher
- Access to vending machines for snacks and drinks

More answers

- A to Z Staff Handbook - Catering Service
- Catering Manager 0151 231 4161
- JMU Web - Property Services - Catering

Laptop Rental Scheme

If you are in need of a Laptop computer then you can take advantage of a rental scheme run by ABK Ltd, known as Unique Computer Rentals, based at the Aquinas Campus Centre, Mount Pleasant.

What it means to you

- A choice of 3 latest specification laptop rental packages
- Flexible rental periods from 1 month to 3 years
- Cover for accidental damage and theft
- Full manufacturers' warranty
- On-campus Help Desk
- Prices start at £30/month
- Should you choose a 3 year rental deal you have the option to purchase on completion
- Laptops come with Windows XP, Microsoft Office, and anti virus software installed, and wireless network access

More answers

ABK helpdesk during opening hours on 3874

Contact abk@livjm.ac.uk

<http://www.ucrentals.co.uk/>

Home use of software

If you have a home computer you can obtain access to a number of software products used on the University network at home, free of charge.

What it means for you

- You can download the software for home use
- Free access to the following packages - Microsoft products Office 2003, Visio 2003, Project 2003, McAfee Antivirus, SPSS, Minitab, Nud*ist and Nvivo
- Windows XP operating system upgrade, Office for Mac, and Frontpage can be obtained for a nominal fee of £10 via Viglen Ltd

More answers

CIS

www.ljmu.ac.uk/cis/software/homeuse/index.htm

Learning and Information Services

Unlimited access to the Learning and Information Services facilities can be of great assistance to you in the pursuit of your learning, teaching and research goals.

What it means to you

- It gives you free access to the Learning Resource Centres at Aldham Robarts, Avril Robarts and IM Marsh
- Access to books, journals and web resources and much more
- Access to computer user support and IT training courses and other services and facilities

More answers

Learning Resource Centres

A to Z Staff Handbook - Learning and Information Services

Staff Handbook (Ref copy) - Learning and Information Services

JMU Web - LIS

Travel and Personal Accident Insurance

Please refer to this section under HEALTH.

Costco Warehouse Membership

As a member of staff at LJMU, you can join Costco, an exclusive wholesale cash and carry membership warehouse club, which is not open to the general public. To join all you have to do is take your LJMU Card or payslip plus 1 home utility bill along to the store.

What it means to you

- For an annual fee you will be able to purchase a wide range of nationally branded and selected private label products at substantially reduced prices
- You will have access to quality fresh foods departments, including fresh meat, produce and bakery
- Wide assortment of non-food items, including Digital Photo Centre and Tyre Centre

- Self-service purchase of your supplies from one source, with products packaged and sold in bulk quantities.
- Membership is valid at all of their 470 locations worldwide.

More answers

Your Personnel Officer

Costco Liverpool
30 Waterloo Road
Liverpool
L6 7HY
Tel: 0151 227 3945
www.costco.co.uk

COMMUNITY

We are all part of a community whether it is at home or in work. But sometimes it is difficult to see how we can make a difference. At LJMU we provide a number of different ways that you can contribute, or just be a part of your community.

Staff Volunteering

People volunteer for all sorts of reasons. Working at LJMU offers a variety of volunteering opportunities open to you no matter what level you work at or area you work in. Some projects are one off (such as fund raising, theme days, team challenges) whilst others require an ongoing commitment such as helping children to read at a local school.

What it means to you

- It is an opportunity for you to gain some extra skills/experiences that may not be practical for you to get in your day-to-day work situation
- It could assist you in your professional life and career development
- It provides you with an opportunity to meet people and to give something back to your community
- Provides assistance for you to develop new projects involving volunteering

More answers

The Staff Volunteering Co-ordinator

Centre for Staff Development

JMU Web - Student Recruitment and Widening Participation

JMU Web - Centre for Staff Development

Team Volunteering (Team Challenges)

One-off team challenges can be used as a form of team building. A number of LJMU departments have already participated in this process over the last few years. For example the Administration team consisting of staff from the Secretariat, Personnel and Corporate Services,

recently spent a week renovating the grounds and building of a local after work playgroup scheme. The feedback from the team, manager and the playgroup was really positive.

What it means to you

- An opportunity to work with colleagues to put something back into the community
- It provides you with an opportunity to get to know the members of your team better and consequently improves relationships within your team

More answers

The Staff Volunteering Co-ordinator

JMU Web - Student Recruitment and Widening Participation

JMU Web - Centre for Staff Development

Staff Support Groups

A number of staff support groups operate across LJMU:

- Women's Group
- Lesbian, Gay and Bisexual Group
- Cultural Diversity Group
- Staff with Disabilities Group

What it means for you

Each group provides its members with the opportunity:

- To provide a forum for discussing appropriate issues
- To provide support and networking
- To share best practice
- To raise issues in a safe environment
- To contribute to staff development
- To hold meetings
- To organise social events
- To contribute to staff development
- To arrange an annual event to celebrate diversity

More answers

Senior Adviser for Equality and Diversity

A to Z Staff Handbook - Staff Support Groups

Give as you Earn Scheme (Charities Trust)

Give As You Earn (GAYE) is the most tax-effective way for you to give regularly to charity.

It is a very simple process, which can make a real difference. You can give as much as you want through the scheme (a minimum of £2 per month) which will be deducted directly from your salary before tax to be donated to a charity of your choice, including LJMU's Staff Sponsored Scholarship Scheme there by giving a student the best possible chance of succeeding in their studies and achieving their dreams.

What it means to you

- With very little effort on your part you are really making a difference to people who need the extra help

More answers

Payroll - to set up GAYE for you

Charities Trust (who administer our Give As You Earn Scheme) www.charitiestrust.org

Development and Alumni Relations Office - 0151 231 3580
or www.ljmu.ac.uk/trust

LJMU Clubs and Societies

LJMU Golf Society

The Golf Society provides an opportunity to meet with staff, their guests and students who have the same interest

What it means for you

- An opportunity to take part in two annual events in early May and October

More answers

Golf Society Chair/Organiser - Mark Power

JMU Web - each event is advertised via the intranet

ALUMNI

The LJMU Alumni Association was set up in 1991 with the aim of keeping in touch with former students of LJMU, Liverpool Polytechnic and all of our former colleges.

What it means for you

- As a member of staff who is a graduate of LJMU, Liverpool Polytechnic or any of our former colleges you can gain instant, free and lifelong membership to the Alumni Association
- An opportunity to be reunited with former students
- Access to the Alumni website
- Attendance at numerous social events and reunions
- Receive quarterly e-newsletters and frequent invites to events

More answers

Development and Alumni Relations Office

alumni@livjm.ac.uk

JMU Web - ALUMNI

www.ljmu.ac.uk/trust

Roscoe Lecture Series

As a member of the University staff you can attend the Roscoe Lecture series, which are hosted by LJMU's Foundation for Citizenships, whose aim is to promote the development of 'ethical' students and an ethos of citizenship in the wider community. One of the most prestigious lectures in the series was given by His Holiness the Dalai Lama, when 2,200 people packed

Liverpool Cathedral, with plenty more on the waiting list for tickets.

What it means for you

- An opportunity to listen to interesting and eminent speakers at no cost
- By adding your name to the mailing list you will receive prior notification of the series speakers, dates, times and venues.

More answers

Foundation for Citizenship Manager

JMU Web - Corporate Communications - Foundation for Citizenship

CEN 11/05/06