

# Working for Impact Housing Association

## Terms & Conditions of Employment

### Main Features

- Attractive salaries – with regular increases
- 8 weeks holiday (inc. public holidays and discretionary days)
- Defined contribution pension schemes
- Substantial sick pay scheme
- Commitment to training and development opportunities
- Family friendly policies

### Main terms and conditions of employment

#### General

Our conditions of service were originally based on the local authority scheme. Over time they have been revised and enhanced to provide a better match for our own organisation.

#### Hours of work

Our standard, full time working hours are 37 per week. In offices these are worked 9am to 5pm (Monday to Thursday), and 9am to 4.30pm on Fridays. Staff have an unpaid half-hour lunch break each day.

Across our Young People's & Living Well Services, it remains 37 hours per week, but worked in accordance with the needs of each scheme – based on a staff rota. Working evenings and weekends is a regular part of meeting customer requirements across these services.

Impact HA operates a Flexible Working Policy, as it recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Subject to the priorities of our business, service delivery, customer and stakeholder requirements, we will try to accommodate requests for flexible working as far as is reasonably practicable.

We have a large proportion of part time jobs across the organisation.

#### Holidays

The annual leave entitlement for all staff is 8 working weeks, including public holidays and discretionary days

The annual leave period runs from 1<sup>st</sup> April to 31<sup>st</sup> March. You can carry forward up to one working week's untaken leave each year.

#### Salaries

Impact's salaries reflect the high expectations that we have of all staff. They are competitive, generally based on scales, that staff – subject to satisfactory performance – move up each year.

#### Pension

Impact is a member of the Social Housing Pension Scheme - all staff are eligible to join the current Schemes we have.

We have two Defined Contribution Schemes – an Enhanced Defined Contribution Scheme (6% employee contribution rate and 9% employer contribution rate). Our Auto Enrolment default option is a Defined Contribution scheme (3% employee contribution rate and 5% employer contribution).

The schemes provide life assurance cover of 3 times' annual salary as a standard benefit, whilst staff remain working for Impact.

### Sick Pay Scheme

Impact offers an attractive scheme for staff who become ill during employment. The scheme is based on length of service, and on a sliding scale pays from 1 month's sick pay, up until 6 months' full pay + 6 months' half pay, for someone with more than 5 years service.

### No Smoking Policy

All Impact sites operate a no smoking at work policy.

### Travel Policy

Impact is based across the whole of Cumbria and parts of North Lancashire, and some staff are required to undertake extensive travel on organisational business.

Depending on the need for travel, Impact offers a range of benefits to support work demands.

Any member of staff required to undertake occasional business travel, receives a casual user mileage allowance.

Staff who are required to undertake regular travel, over a specified amount, for who a car is essential, receive a monthly fixed-sum payment, plus a mileage allowance.

The Association also operates a contract hire car (company car) scheme for staff whose essential car usage is particularly high, and a car allowance scheme for designated roles.

### Benefits

**Cycle to Work vouchers** – We offer access to buy cheaper bicycles through this scheme, for staff who wish to use a bike to travel to and from home to work.

**Confidential support services** - offering information, support and counselling to you and your family on a range of common aspects of life, including home or work issues, challenging situations and medical concerns.

**Riverside Rewards** - fantastic deals, including cashback, discounts and exclusive offers on everything from groceries to DIY, insurance and travel.

### Family Friendly Policies

Impact offers **enhanced maternity, paternity and adoption schemes** better than the statutory provisions, for staff who satisfy minimum service requirements.

In addition, we offer **payment for additional child care costs**, when staff are expected to fulfil additional organisational demands outside the scope of the usual employment contract.

We offer a **childcare voucher scheme**, please contact Human Resources for more details.

### Training and Development Opportunities

Impact invests substantial resources in the training and development of our staff. We offer not only job related training, but the opportunity to participate in a range of personal development opportunities.

### In Conclusion.....

We are keen to employ the highest calibre staff, and in return can offer challenging – but rewarding employment, working with some of the most socially excluded people in our local communities.

**Whilst our expectations of staff are high – so are the potential rewards!**

**For further information or queries please contact our Human Resources Team on 01900 842145 or 03448736290**

(Updated 21<sup>st</sup> May 2019)