

## Terms and Conditions of Employment 2023/24

### Working hours

Normal full-time working hours are 35 hours per week excluding 1 hour for lunch. BBOWT offers no paid overtime, however on occasions where significant overtime working is unavoidable to attend events, activities or meetings TOIL may be authorised in advance of the work to be done, at the discretion of the line manager. Working hours may be worked flexibly in roles where this is possible.

### Annual Leave

Employees are entitled to 28 days basic annual leave plus eight bank holidays = 36 days total (pro-rated for part-time employees) in the first year of employment, able to be taken from day one. Increasing to 37 days after one year of service, 39 days leave after two years of service, and 41 days annual leave after 3 years of service (maximum available, to increase only in years when the number of bank holidays increases).

Employees may carry over up to 1 week's leave to the following leave year. This is pro-rated for part-time employees.

### Occupational Sick Pay

BBOWT offers a sick pay scheme at full pay based on a rolling year as follows:

| Length of Service | Weeks sick pay (full pay) |
|-------------------|---------------------------|
| < 3 months        | 4                         |
| 3 month – 1 year  | 4*                        |
| 1 year – 2 years  | 16                        |
| 2 year – 3 years  | 22                        |
| 3 years and above | 28                        |

\*in addition to 4 weeks available from day one to 3 months

### Maternity, Adoption and Paternity Pay

Enhanced maternity, adoption and paternity pay are provided. Specific details are available from the People Team.

### Life Assurance

The Trust has a Group Life Assurance Scheme with AIG. The scheme is designed to pay a lump sum of 3 x basic salary in the event of death during employment from day one.

## Pensions

BBOWT offer a salary exchange (salary sacrifice) pension scheme in line with the government auto-enrolment scheme. The contributions are outlined below.

|                            | <b>Staff Contribution</b> | <b>Employer Contribution</b> |
|----------------------------|---------------------------|------------------------------|
| New Staff – first 3 months | Nil                       | Nil                          |
| Staff after 3 months       | 2%                        | 7%                           |

## Working Arrangements

The Trust endeavours where feasible to accommodate requests for flexible working. There is a Hybrid Working Policy and procedure to support formalised part-time working from home arrangements. Any permanent changes to working arrangements must be agreed in writing by the People Team.

## Salaries

All posts are evaluated using Croner Salary Search which indicates median pay based on the Rank (zero to nine) established via Croner Job Evaluation Tool. Salaries are reviewed annually against Croner median. Effective 1 April 2022 the salary paid will be no less than 5% below median, subject to financial feasibility.

## Sabbaticals and Long Service Leave

Employees with five or more years' continuous service are eligible to request sabbatical leave or long service leave. Employees may opt in to BBOWT 50% paid Sabbatical Leave Policy (and opt out of the BBOWT Long Service Award Policy), or BBOWT Long Service Award (opting out of the 50% paid Sabbatical Leave Policy). The Sabbatical Leave policies and the Long Service Award policy can be found on Bob in Company Documents, Benefits. Employees have the opportunity to change which of these policies they wish to opt for every five years.

Whilst on sabbatical or long service leave all other terms of the employee's contract of employment will remain in force. These include notice periods, the duty not to disclose confidential information & membership of the organisation's pension scheme.

## Childcare Vouchers

Employees with childcare costs who are already within our childcare scheme can claim up to £243 per month of childcare vouchers in lieu of gross salary, free of tax and national insurance. To remain in the scheme at least one voucher, of at least £20 value, must be requested per year.

### **Bike to Work**

The Trust operates a salary-sacrifice scheme whereby after 3 months of service employees can (within the limits of the Cycle Scheme arrangements) hire-purchase a bicycle (and cycling accessories) from their gross salary free of tax and national insurance over a period of 12 or 18 months.

### **Electric Vehicle Lease**

The Trust operates a salary-sacrifice scheme whereby after 6 months of service employees can (within the limits of the Electric Vehicle scheme arrangements) lease a car, making payments from their gross salary free of tax and national insurance.

### **Regular performance conversations**

Every employee is required to undergo a quarterly performance conversation and regular check-in meetings with their line manager throughout the rest of the year.

### **Paid Birthday Leave**

Employees are given an additional day of paid leave, equal to a normal working day for that employee, that must be taken within the two weeks surrounding their birthday (week before to week after).

### **Wellbeing Days**

In addition to providing support for mental health through trained Mental Health First Aiders (MHFA) at work and via the Employee Assistance Programme above, BBOWT also offers two paid Wellbeing Days per year, per employee.

### **Paid Dependants' Leave**

BBOWT offers full pay for up to one working week per year for employees needing to take urgent unplanned time off to care for dependants.

### **Employee Assistance Programme**

Each employee has access to an employee assistance programme, using an independent external provider via YuLife, who provide a range of support services including a telephone counselling and advice line for any employee that may be facing problems either inside or outside work.

People Director  
March 2023