



Staff Benefits

The following is an overview of the benefits available to Chelsea Physic Garden (CPG) staff on appointment.

London Living Wage Employer

Trustees have pledged to ensure that all directly employed staff, including any trainees and casual employees are paid not less than the published London Living Wage at any time during their employment at the Physic Garden.

Free Admission to the Garden

We are keen for you to show off the Garden to your family and we therefore give you free admission to the Garden for yourself and your immediate family. Free admission for you individually is also given (on production of the annual membership card that will be issued to you) to our partner gardens, Great Dixter, Borde Hill and Oxford Botanic Garden.

Annual Leave

Full-time staff (35 hours per week) are entitled to 25 days leave plus the 8 statutory bank holidays per year. Entitlement for staff who work a non-standard week (eg. Part-time, condensed or annualised hours) is calculated on a pro rata basis.

Trustees have also approved an enhancement to the overall pay and benefits package of working at the Physic Garden in the award of additional holiday allowance based on the long service noted below.

Yrs 1-3	25 days plus 8 bank holidays = 33 days
Yrs 4-6	27 days plus 8 bank holidays = 35 days
Yrs 6-10	30 days plus 8 bank holidays = 38 days
Yr 10 onwards	33 days plus 8 bank holidays = 41 days

Pro rata entitlement will accrue for part-time workers based on this schedule.

Pension

You will be enrolled into the Company's auto enrolment pension scheme based on the criteria below.

Employees being aged 22 years and over, employed by CPG for at least 3 months and earning annually more than the National Insurance Primary Threshold.

CPG contributes 5% earnings and employees contribute a minimum of 3% of their earnings.

On joining the scheme eligible employees will be automatically enrolled in a Salary Exchange scheme whereby employer and employee contributions are deducted from gross salary before statutory deductions ie. tax and national insurance contributions.

Death in Service

We maintain a Group Life insurance scheme for members of staff paid for by the Company. The scheme is available to all members of staff under the age of 75 years, on joining the company.

The scheme insurers are Canada Life, who are a large insurer, specialising in Employee Benefits.

The benefits are written under Trust, therefore the death benefit can be paid tax free via the Scheme Trustees to the person/s you nominate using the separate Expression of wish form. If you wish, the sum can be split between more than one beneficiary.

Eligibility: All employees on joining the company.

Benefit: 3x Basis Salary

Salary Basis: Basic Salary at the date of death

Expiry of Cover: When the member leaves the company's employ, reaches the greater of the normal state pension age, or 75, or retires early.

Medical Evidence: You will be notified individually if any medical evidence is required.

Annual Travel Loan

An interest-free Season Ticket Loan is available for all employees on permanent or fixed term appointments of 6 months or more. The loan is paid back via monthly payments deducted from your salary.

Discounts

Staff are given a 20% discount in the shop on all full price items over £1.

Benefits Programme

We operate a benefits programme with Perkbox <https://www.perkbox.com/uk> which offers a whole range of discounts, promotions and employee support across a vast number of brands and can be tailored to an individual's choice. Within that there is a free confidential employee assistance programme where you can access advice on a range of topics including debt, health and welfare advice.

Training

We'll ensure that we work with you to identify the training that you need to carry out your role. We'll also discuss with you as part of the appraisal process your personal development needs and aspirations and look at how best to support you with training and development to meet those needs whilst you are carrying out your role.

Long Service Awards

A modest long service award scheme is in operation, more as a way of pausing and taking note of a sustained contribution than in payment of a substantial financial reward to an employee.

5 years' service	£50
10 years' service	£100
15 years' service	£150
20 years' service	£200

and so on in 5 yearly increments

Friends Membership

Unless as part of a disciplinary process, legal proceedings or compromise agreement, in line with volunteers and our Trustees and Committee members, members of staff who have completed less than 9 years' service will receive one annual membership as they leave the organisation. Staff completing more than 9 years' service will receive honorary life membership as part of their leaving gift.

NB:

Please note that the above discounts and benefits are subject to change or withdrawal at any time without notice.