



Staff Benefits

The following is an overview of the reward and recognition package 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 are paid not less than the 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. We hold a membership card for Historic Houses Association which can be used to visit properties open under their scheme.

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 1,2 and 3	25 days plus 8 bank holidays = 33 days
Yrs 4, 5 and 6	27 days plus 8 bank holidays = 35 days
Yrs 7, 8, 9 and 10	30 days plus 8 bank holidays = 38 days
Yr 11 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 an additional 5% of an employees earnings and employees contribute a minimum of 3% of their earnings (but can make additional contributions). If employees increase their contribution to 4% (or more) then the company will increase its contribution to 6%.

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 65 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 65, 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 six months or more. The loan is paid back via monthly payments deducted from your salary.

Cycle to Work Scheme

We have partnered with Cycle Solutions to introduce a Cycle to Work scheme, which offers employees the opportunity to purchase a new bicycle and associated equipment and to pay for this through salary sacrifice which is a tax efficient method of payment. There are a few conditions including that the bicycle has to be used for a minimum percentage of travel to and from work and your earnings, after salary sacrifice (and any other sacrificed salary deductions like pension) have to remain above the national minimum wage. For more details of the scheme and how it work look at their website and use their helpline etc.

<https://www.cyclesolutions.info/>. When you are ready, speak to the Head of Finance and they will look at the finance with you.

Family Friendly Policies

Please refer to the Employee handbook for full details of the benefits under the family friendly policies which cover maternity, adoption, paternity, parental and dependents leave and pay.

The top line summary is that providing you have sufficient qualifying service, the Garden will pay enhanced maternity and adoption leave of:

First 13 weeks of your maternity leave	Your normal basic salary (inclusive of any Statutory Maternity or Adoption Pay that is due)
Weeks 14 - 26 of your maternity leave	Half your normal basic salary (inclusive of any Statutory Maternity or Adoption Pay that is due)
Weeks 27 - 39 of your maternity leave	Statutory Maternity or Adoption Pay or 90% of your average weekly earnings calculated over the Relevant Period, if this is <u>lower</u> .

The Garden offers shared parental leave and enables parents to decide how to split this if both are eligible.

Paid paternity leave on a sliding scale.

Weeks 1-2 of your ordinary paternity leave	Your normal basic salary (inclusive of any Statutory Paternity Leave that is due)
Weeks 3-6 of your enhanced paternity leave	Half of your normal basic salary (inclusive of any Statutory Shared Paternity Leave that is due)

Paid dependents leave of up to 1.5 days in any rolling year (pro rata for part time employees) in minimum 0.5day blocks.

Discounts

Staff are given a 20% discount in the shop on all full price items over £1. Company of Cooks our café concession currently offer a 50% discount on non-alcoholic food and beverages for the personal consumption of staff.

Employee Welfare Assistance & Benefits Programme

We operate a free to access employee welfare, assistance and benefits programme with Perkbox <https://www.perkbox.com/uk>. This includes a range of wellbeing, lifestyle and assistance programmes as well as a whole range of discounts, promotions and employee support across a vast number of brands and can be tailored to an individual's choice. It includes a free confidential employee assistance programme where you can access advice on a range of topics including debt, health and welfare advice. Employees are also receive 40 "reward" points per month to use however they wish on the range of offers and discounted promotions.

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 performance review 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, 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.