Employee Benefits

Welcome to the University of Southampton

The University of Southampton is changing the world for the better, working with industry, governments and research institutions to make a global impact. Our staff and students tackle real-world issues, making a difference to people’s lives in the local community, across the UK and around the world.

In order to recruit, develop and retain staff of the highest calibre and to appropriately reward excellence, the University of Southampton offers a range of financial and other benefits to staff.

This brochure details the range of benefits available to you and contains information on how the different schemes operate.

There are different types of benefits available to you:

- Financial Benefits
- Travel Benefits
- Family Friendly
- Wellbeing and Health
- Professional and Personal Development
- Campus Facilities

Depending on the benefit, you get different types of savings. Some are available via Salary Sacrifice where the cost of the benefits is deducted through Payroll and you make savings on tax and National Insurance. Others are voluntary benefits where you are able to get discounts or free facilities and services.

The Employee Benefits index can be found at https://www.southampton.ac.uk/hr/services/index.page#ben02.

If you have any questions or would like more information about a specific benefit please contact Geraldine Witt, Reward and Recognition Officer, via email G.L.Witt@soton.ac.uk or telephone 02380 594054 (extension: 24054).

Updated 21 October 2019
Financial Benefits

Salary
The University has nine pay grades from Level 1a through to Level 7. Pay scales at Levels 1 to 6 are based on the nationally negotiated single pay spine. Separate pay scales apply for ERE staff at Level 7, MSA staff at Level 7 and for clinical staff.
Pay Scales: https://www.southampton.ac.uk/hr/services/pay_scale/index.php.

Pensions
The University administers a number of pension schemes with eligibility dependent upon grade and employment status:

- USS is a defined benefit pension scheme for employees on Level 4 and above.
- USRF is a defined contribution pension scheme for employees at Levels 1 to 3. New employees at Level 1 to 3 with a start date on or after 1 January 2019 will be enrolled into USRF if they meet the scheme eligibility criteria.
- PASNAS is a defined benefit pension scheme for employees at Levels 1 to 3. It closed to new entrants on 31 December 2018.
- Certain employees (depending on eligibility criteria) may be eligible to continue to participate in the NHS Pension Scheme (NHSPS) during their University employment.

If you have a question or need further details on any of the schemes, please contact the Pension Team on Pensions@soton.ac.uk.

Salary Sacrifice
The University offers salary sacrifice arrangements for our cycle to work scheme and for membership of an applicable pension scheme (USS, USRF, or PASNAS). Salary sacrifice is a contractual arrangement between you and the University where you give up the right to receive part of the cash pay due to you under your employment contract, and in return, the University provides you with a non-cash benefit. Funding a benefit via salary sacrifice allows employees to make savings on their tax and National Insurance contributions, thus increasing their take home pay.
Salary Sacrifice: https://www.southampton.ac.uk/hr/services/salary-sacrifice/index.page.

Holiday Allowance
The University offers a generous annual leave entitlement, supplemented by University closure days and public holidays:

Employees at Levels 4 to 7 receive 30 days of annual leave, plus University closure days and public holidays.
Employees at Levels 1 to 3 receive 20 days of annual leave on entry, rising to 24 days with service, plus University closure days and public holidays.

All leave entitlements are pro-rated for part-time staff. Leave entitlements are calculated using a standardised process based on contracted hours.

The University's annual leave year runs from 1 October to 30 September each year.

Holiday entitlements: http://www.southampton.ac.uk/hr/services/leave-entitlement/index.page.

Closure Days
Each year there are eight public holidays and up to six other days when the University is closed; this is usually four days at Christmas and two days at Easter.

Closure days and public holidays: https://www.southampton.ac.uk/hr/services/closure-days/index.page.

Staff Awards
The University recognises and celebrates exceptional contributions of employees and looks to award staff for their achievements through different award schemes, including Staff Achievement Awards and the Vice-Chancellor’s Awards.

Staff Achievement Awards http://www.southampton.ac.uk/hr/services/staff-achievement-award/index.page.

Vice-Chancellor’s Awards http://www.southampton.ac.uk/hr/services/vc-award/index.page.

Staff Discounts ‘MyDiscounts’ and Offers
All employees are able to access a large range of local and national discounts. These include discounts and deals on entertainment, eating out, health and beauty and retailers. Once you have started with the University you will be able to log onto the MyDiscounts portal, and access the range of benefits available and take advantage of the offers.

MyDiscounts: https://intranet.soton.ac.uk/sites/hr/mydiscounts/default.aspx.

Benefits Fair
Benefits and discounts providers will be available on Wednesday 13 May 2020, in Garden Court at Highfield Campus, to answer staff queries directly and give an understanding of the benefits and potential savings available. This is an excellent opportunity for staff to appreciate their entire benefits package.

In addition to the benefits, there are over 100 local and national retailers and suppliers who offer discounts to staff; a selection of these retailers and services will be present. The event runs between 9am and 2pm.

A Free Raffle will be open to all staff who visit the fair.
Reward Newsletter
Subscribe to the Reward Newsletter to keep up to date with benefits and new staff discounts, offers, promotions and free raffles. Email Geraldine Witt via G.L.Witt@soton.ac.uk to subscribe. You can unsubscribe at any time.
https://intranet.soton.ac.uk/sites/hr/mydiscounts/Newsletter%20Archive/Forms/AllItems.aspx

Special Leave
The University supports members of staff undertaking specific public duties and will take all reasonable steps to try to accommodate your absence from the workplace. Any member of our staff may be eligible for paid special leave for commitments such as court service, military service and trade union duties.
Special Leave: https://www.southampton.ac.uk/hr/services/special_leave/index.php.

Consultancy
The University is an ambitious and enterprising organisation that seeks to release the talents of our staff for the benefit of the economy and society as a whole.
Consultancy is one type of enterprise activity where you can contribute to creating economic and social impact. Further guidance is outlined in our policy:
https://www.southampton.ac.uk/hr/services/consultancy_explained/index.php.

Charitable giving
You can make monthly tax-free donations to any UK registered charity direct from your salary via our charitable giving scheme. Our charitable giving scheme is administered by the Charities Aid Foundation (CAF) https://www.southampton.ac.uk/hr/services/gift-aid/index.page.

Travel Benefits

Car Parking Scheme
The University is committed to encouraging staff, students and visitors to adopt more sustainable travel habits and to reduce its environmental impact. We offer staff the chance to apply for car parking permits for our Highfield, WSA, Boldrewood and Avenue campuses. However, demand is high and the number of car parking spaces available is limited. Car parking permits are chargeable, and the costs are based on an individual’s earnings (see table below). Permits are not required for motor cycles or scooters and we actively encourage lift sharing where parking permits attract a significant discount.
<table>
<thead>
<tr>
<th>Employee earning band/Permit type</th>
<th>2017 car parking permit cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £7,383</td>
<td>£8.25/month</td>
</tr>
<tr>
<td>£7,384 - £19,485</td>
<td>£10.75/month</td>
</tr>
<tr>
<td>£19,486 - £46,924</td>
<td>£27.00/month</td>
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<tr>
<td>£46,925 - £60,742</td>
<td>£38.00/month</td>
</tr>
<tr>
<td>£60,743 - £87,569</td>
<td>£46.50/month</td>
</tr>
<tr>
<td>£87,570 and over</td>
<td>£53.25/month</td>
</tr>
<tr>
<td>Shared permit</td>
<td>£10.50/month</td>
</tr>
<tr>
<td>Gower supplement</td>
<td>£10.50/month</td>
</tr>
</tbody>
</table>

To apply for a permit, visit [https://www.southampton.ac.uk/hr/services/car_parking/index.php](https://www.southampton.ac.uk/hr/services/car_parking/index.php).

Please note for other locations not listed above different parking arrangements apply:

- **Southampton General Hospital** - There are no specific staff parking facilities at SGH due to current levels of car parking availability. Individuals can apply for parking through Travelwise [travelwise@uhs.nhs.uk](mailto:travelwise@uhs.nhs.uk) with authorisation from their line manager. If successful in their application, the individual may be offered either a parking space or a park and ride option, depending on availability and personal circumstances. If the application is unsuccessful, the alternative is to use public transport or park in the surrounding area, which is normally a 10/15 minute walk from the hospital.

- **NOCS (National Oceanography Centre Southampton)** – New employees working at NOCS can apply for a free car-parking permit for use at this location only. UoS car parking permits are not recognised or valid at NOCS. In line with our environmental policy, we would always encourage employees to use the U1C bus, which runs every 7-8 minutes from Highfield or Guildhall Square, or to walk or cycle.

- **The Wessex Institute / NETSCC** - The site at Chilworth has free parking facilities.

- **1 Guildhall Square** – There are no staff parking facilities at these offices. New employees can park in the various council / pay and display parking facilities around Southampton and we would actively encourage using public transport to get to this city centre location.

**Uni-Link Buses**

The Highfield Transport Interchange is a major transport hub for the city of Southampton. From here, you can catch the University's own unilink buses for travel to other campuses and to other destinations across the city, including train stations and Southampton International Airport. The interchange offers real-time travel information, a well-lit, covered waiting area, and a refreshment kiosk. It is used by students, staff, and the local community.

Uni-Link: [http://www.unilinkbus.co.uk/](http://www.unilinkbus.co.uk/).
Cycle to Work Scheme

The University offers a cycle to work scheme for staff run by Cyclescheme. This scheme gives you the opportunity to take advantage of tax and National Insurance savings on the purchase of a bike, while keeping fit and contributing to a greener economy.

You can buy your bike from over 2,000 independent stores and online retailers, including stores across Southampton including Decathlon, Cycleworld, Hargroves Cycles, and Cycle Republic.

Cycle to Work Scheme: https://www.southampton.ac.uk/hr/services/cycle_scheme/index.php.

Interest Free Loans for Travel

The University offers interest free loans for members of University staff to purchase bus, train or ferry season tickets. Please contact the Payroll team on payroll@soton.ac.uk.

Interest Free Loans for Travel: http://www.southampton.ac.uk/finance/services/interest-free-loans-for-travel.page

Family Friendly

Early Years Centre (Highfield Campus)

The Early Years Centre at the University of Southampton Highfield Campus provides high quality childcare from birth to five years of age for students, staff and local residents.

Early Years Centre: https://www.southampton.ac.uk/hr/services/early_years_centre/index.php.

Flexible Working Policies

Eligible staff members responsible for the care of a spouse, partner or child are entitled to apply to request a more flexible pattern of working hours. The change would be a permanent variation to your hours, time or place of work.

Flexible Working: https://www.southampton.ac.uk/hr/services/index.page?fle017.

The University recognises this right to apply and our policy aims to facilitate such discussions between managers and staff. Further guidance is found in our policy below together with an application. The Parents' and Carers' Network (P&CN) aims to support the working lives of colleagues who also have off-campus responsibilities, looking after children or after adults unable to care for themselves due to old age or a disability.

Parents and Carers Network: www.southampton.ac.uk/pcn.
Maternity Leave

Maternity leave is the time you are able to take off work to have a baby. Our maternity policy and maternity guidance provide further information about your statutory rights, eligibility and how to take maternity leave.

Maternity Leave: http://www.southampton.ac.uk/hr/services/maternity-leave/index.page.

Parental Leave

(Ordinary) Parental Leave is unpaid time off from work to look after a child or to make arrangements for the good of the child. All members of University staff who have been continuously employed with us for 12 months are entitled to parental leave, subject to certain conditions, which are outlined in our parental leave policies on the website Parent Leave and Shared Parental Leave:

https://www.southampton.ac.uk/hr/services/parental_leave/index.php.

In addition to these provisions, the Parents’ and Carers’ Network (P&CN) aims to support the working lives of colleagues who also have off-campus responsibilities, looking after children or adults unable to care for themselves due to old age or disability.

Parents and Carers Network: www.southampton.ac.uk/pcn.

Shared Parental Leave

Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could involve returning to work for part of the time and then resuming leave at a later date. Qualifying mothers and adopters continue to be entitled to Maternity and Adoption rights, but they may also be able to choose to end this early and exchange it for shared parental leave and pay. They and their named partner will then need to decide how they want to share this new entitlement.

Two weeks of paid paternity leave continues to be available to qualifying fathers and the partner of a mother or adopter. However, Shared Parental Leave has replaced the additional paternity leave entitlement.

Parent Leave and Shared Parental Leave:

https://www.southampton.ac.uk/hr/services/parental_leave/index.php.

Paternity Leave

Paternity leave is the time you are able to take off work because your partner is having a baby, or you are adopting a child together. You might be eligible for both Ordinary Paternity Leave and up to 50 weeks
Shared Parental Leave subject to certain conditions. Our paternity policy provides further guidance about your statutory rights, eligibility and how to take paternity leave.

Paternity Leave: [http://www.southampton.ac.uk/hr/services/paternity-leave/index.page](http://www.southampton.ac.uk/hr/services/paternity-leave/index.page)

**Tax-Free Childcare**

Until September 2018, the University offered childcare vouchers as a salary sacrifice scheme. The Government has closed childcare vouchers schemes to new members (*although existing members can continue to receive the benefit*). Staff may now be eligible for the Government’s Tax-Free Childcare scheme instead.

To qualify for Tax-Free Childcare, parents must be working, or self-employed, and each earning at least £120 a week (on average) and not more than £100k each a year.

Tax-Free Childcare is available to parents with children under 12 (or under 17 if disabled). Eligible parents can get up to £500 every 3 months (£2,000 a year) for each of their children to help with the costs of childcare. The Government will pay £2 for every £8 you pay your childcare provider via an online account.

The following websites provide more information on Tax-Free Childcare.

- Tax-Free Childcare: [https://www.southampton.ac.uk/hr/services/tax-free-childcare/index.page](https://www.southampton.ac.uk/hr/services/tax-free-childcare/index.page)
- Get Tax-Free Childcare: step by step: [https://www.gov.uk/get-tax-free-childcare](https://www.gov.uk/get-tax-free-childcare)
- Check what help you could get with childcare costs: Childcare Calculator: [https://www.gov.uk/childcare-calculator](https://www.gov.uk/childcare-calculator)
- Childcare Choices: [https://www.childcarechoices.gov.uk/](https://www.childcarechoices.gov.uk/)
- Childcare you can get help paying for: [https://www.gov.uk/help-with-childcare-costs](https://www.gov.uk/help-with-childcare-costs)

**Wellbeing and Health**

**Dental**

The voluntary dental plan provides cover to help make dental treatment more affordable. You are able to choose a level of cover that suits you best - whether NHS or private and you can visit any dentist. There are 5 levels of cover and you can choose to add your family to your cover.

New joiners to the University can join the dental plan within one month of their employment start date. *If you miss the new joiner opportunity, you can join the dental plan at the annual renewal, which takes place on 1 July 2020.*

Dental Plan: [https://www.southampton.ac.uk/hr/services/dental_scheme/index.php](https://www.southampton.ac.uk/hr/services/dental_scheme/index.php)
Employee Assistance Programme (EAP)
The University provides staff with access to an Employee Assistance Programme to help you cope with life’s difficulties and challenges. You can receive information and advice, support and telephone counselling. The service is confidential, not restricted to issues and problems connected with work, and is free of charge.
Access to support is via telephone helpline 0800 316 9337 and website, (User Name: worklife, Password: worklife)
Employee Assistance Programme: https://www.southampton.ac.uk/hr/services/eap/index.page.

Healthcare
We provide all University staff with the opportunity to purchase private medical insurance from AXA PPP Healthcare as part of the Universities & Colleges Personal Healthcare Scheme. You can join the healthcare scheme on a medical history disregarded (MHD) basis within six weeks of your employment start date or at our annual benefits fair on 13 May 2020.
Healthcare Scheme: https://www.southampton.ac.uk/hr/services/healthcare_scheme/index.php.

Health screening
Voluntary health assessments are available to all employees and their family members (over age 18), at a discounted corporate rate. They are a self-funded benefit, accessed directly through Nuffield Health. The health screening provision comprises a range of assessments and tests that can help identify health risks at an early stage. Screenings typically include measuring blood pressure, height, weight and body fat levels, as well as lung function, cholesterol, diabetes and metabolic rate testing. Screenings can take place at a hospital location of your choice and the results of the health assessment are completely confidential to you.
Health Screening: https://www.southampton.ac.uk/hr/services/health-screening/health-screening.page.

Sport and Wellbeing
Our programme of activities, along with our outstanding facilities, enables you to make lifestyle choices to enhance your wellbeing through offering a comprehensive range of courses and classes to suit your specific needs, including water sports, swimming and fitness.
We also work closely with the Students’ Union (SUSU) to support club activities and to ensure the success of inter-university competitions. For more details about the Students’ Union, visit www.susu.org
Sport Membership: http://www.southampton.ac.uk/hr/services/sport-membership/index.page.
Eye Tests
The University recognises that working with extensive display screen equipment can lead to tired eyes, discomfort and headaches. We provide all eligible staff users of display screen equipment with a voucher for a free sight test at a Specsavers store.
Eye Health and Safety: https://intranet.soton.ac.uk/sites/healthandsafety/Pages/Eyes.aspx

Occupational Health Service
The University is committed to providing our staff with an environment that promotes health and well-being and ensures safe working. Our collaborative Occupational Health Service benefits both you and the University by promoting a holistic approach to health and reducing absence and potential issues with performance due to sickness. The service is provided in collaboration with the University Hospital Southampton NHS Foundation Trust http://www.southampton.ac.uk/hr/services/occupational-health/index.page.

Faith and Reflection Centre
The University Faith and Reflection Centre provides opportunities for individuals to maintain and explore their faith and beliefs. Faith facilities on campus include the Faith and Reflection Centre and Muslim prayer room and there are a variety of faith-based student societies to join. Off campus, there are many other places of worship in the Southampton area that may be of interest https://www.southampton.ac.uk/chaplaincy/index.page.

Professional and Personal Development

Professional Development for Staff
Professional Development works in partnership with Faculties, Professional Services and students to offer and signpost a range of learning and development activities and resources, including face-to-face courses, bespoke events, online learning modules, action learning sets and recommended reading.
Professional Development for Staff: http://www.southampton.ac.uk/professional-development/.

The Centre for Higher Education Practice (CHEP) promotes academic professional learning for every member of University staff, in all areas of academic activity and at every stage of their career. Working in partnerships with faculties, CHEP enables staff to reach their full potential and achieve more together. More information is available here: https://www.southampton.ac.uk/chep/index.page.
Campus Facilities

Arts and Culture
The University hosts a range of arts and cultural facilities including the John Hansard Gallery, Turner Sims Southampton and the Nuffield Southampton Theatres.
Arts at University of Southampton: https://www.southampton.ac.uk/uni-life/arts.page.

Environment
We have five campuses in Southampton and one in Winchester, and provide a range of essential services to staff, students and visitors.
Estates and Facilities: http://www.southampton.ac.uk/estates/.

The University of Southampton is one of the UK’s leading research institutions. We are contributing to the science that underpins our understanding of climate change and to the technical advances and social changes that will help us adapt to a changing environment. We look to embed sustainability into all aspects of our work - from saving energy and reducing waste, to boosting biodiversity and encouraging better travel habits.
Sustainability: http://www.southampton.ac.uk/susdev/.

Library
The University Library has a comprehensive collection of books and journals, both electronic and print, available from the Hartley and other campus libraries, plus a range of services to support teaching and research across all areas of the University.
University of Southampton Library: http://www.southampton.ac.uk/library/.