

NORTHERN
Regional College



Benefits of Working at

Northern
Regional
College

Ballymena | Ballymoney | Coleraine | Magherafelt | Newtownabbey



Benefits of Working for Northern Regional College



*Subject to terms of employment

Introduction



NORTHERN
Regional College

The College values its staff and actively encourages their development. We strive to be an outstanding organisation and a great place to work for all. A core part of this is what we as a College offer to our staff to ensure a supportive and welcoming environment.

You may be reading this document as an existing member of staff wanting to know more about the benefits the College offers or as a prospective applicant considering employment at the College.

This booklet is organised into several sections, which give generic information on the range of benefits offered by Northern Regional College. Information specific to you such as your exact holiday entitlement or spinal point on the pay scale will be contained in your contract of employment issued to you by the HR Department.

The College offers a wide range of benefits including:



Excellent terms and conditions



Health and Wellbeing initiatives



Family Friendly leave and schemes



Continuous Professional Development



Work-Life balance options



Other incentives



Excellent Terms and Condition



Holidays

The College offers a generous annual leave allowance, which includes 12 statutory/bank holidays per year for both academic and support staff members.

Academic Staff Leave entitlements

The leave year for academic staff runs from 1 September to 31 August of the following year and leave entitlement is as follows:

Principal Lecturers / Heads of Department

35 days'

annual leave (pro rata)

Remuneration

Academic Staff

Salaries for academic staff are determined through negotiation at the Lecturers' Negotiating Committee (LNC). The salary scales currently range from £23,080 to £55,019.

Support Staff

Salaries for support staff are determined through negotiation at the Non-Teaching Staff Negotiating Committee (INTSNC). The salary scales currently range from £18,562 - £66,321. Salaries are normally reviewed on a yearly basis each April.

Full-time Lecturers

49 days'

annual leave (pro rata)

Support Staff Leave entitlements

Annual leave (pro rata) from 1st April to 31st March of the following year. Leave entitlement dependent on grade with an increase after 5 years service

Part-Time Lecturers (paid at an hourly rate)

payments for statutory entitlement to holidays made in August each year

22-27 days'



Occupational Pension Scheme

There are two different Occupational Pension Schemes covering different groups of staff



Academic Staff

New staff are automatically enrolled onto the Northern Ireland Teachers' Pension Scheme (NITPS). This is a contributory scheme administered by the Teachers' Pensions Branch on behalf of the Department of Education.

As a member of the NITPS your contribution rate depends on how much you are paid. In 2021, your contribution will be between 7.4% and 11.7% depending on which salary band you fall into. The College pays a further 25.1% and rates are reviewed by NITPS on a regular basis. You will also receive income tax relief on your contributions.

The Teachers' Pensions Scheme also offers members greater choice about the way they manage the transition from work to retirement by allowing a flexible provision of phased retirement. Further details are available at [NITPS website](#)

Support Staff

New staff are automatically enrolled onto the Northern Ireland Local Government Pension Scheme (LGPS). This is a contributory scheme administered by the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC).

As a member of LGPS your contribution rate depends on how much you are paid. In 2021, your contribution will be between 5.5% and 10.5% of your pensionable pay depending on which pay band you fall into. The College pays a further 19.5% and rates are reviewed by NILGOSC on a regular basis. You will also receive income tax relief on your contributions.

NILGOSC offer the option of a flexible retirement, where a staff member reduces either the hours they work or moves to a post from which they receive less pay and receive payment of the pensions (in part or full) as well as their salary. Further details are available at [NILGOSC website](#).

The College pays a further

25.1
%

Rates are reviewed by NITPS on a regular basis

The College pays a further

19.5
%

Rates are reviewed by NILGOSC on a regular basis.

Sickness Absence Benefits

In addition to statutory sick pay, the College pays a generous occupational sick pay to all staff on sick leave. The duration of this payment will be dependent upon your individual Terms and Conditions. The College also offers a supportive Return to Work service and access to Occupational Health provision.



Family Friendly Benefits

The College offers a range of generous benefits for those expecting a child through its Maternity, Paternity and Adoption Leave Schemes:

Occupational Maternity Leave/Pay

Maternity Leave entitlement allows staff to take up to 52 weeks' maternity leave regardless of their length of service. For those staff who qualify, this includes an entitlement of up to 39 weeks' paid maternity leave, the remaining maternity leave of up to 13 weeks being unpaid. Details of the qualifying conditions and rates of pay are contained in the College's Occupational [Maternity Leave Schemes for Lecturers and Support staff](#).

Occupational Paternity Leave/Pay

Following the birth of a child or the placement of a child for adoption, staff who qualify have the right to take either one or two weeks paid Ordinary Paternity Leave to care for the child or support the mother or, in the case of adoption, the adopter or other adopter. Staff who qualify also have the right to take Additional Paternity Leave; a minimum of two weeks and a maximum of 26 weeks may be taken. Details of the qualifying conditions and rates of pay are contained in the College's Occupational [Paternity Leave Scheme for Lecturers and Support Staff](#).

Occupational Adoption Leave/Pay

Any staff member who is an adopter is legally entitled to 52 weeks' Adoption Leave. In addition, for those who qualify there is an entitlement of 39 weeks' paid adoption leave; the remaining 13 weeks being unpaid. Details of the qualifying conditions and rates of pay are contained in the College's Occupational [Adoption Leave Schemes for Lecturers and Support Staff](#).

52
weeks

maternity and
adoption leave

39
weeks

paid maternity and
adoption leave



02 - 26

Additional Paternity Leave; a minimum of two weeks and a maximum of 26 weeks may be taken



Parental Leave

Parents with a minimum of one year's continuous service are entitled to 18 weeks' unpaid Parental Leave to care for their child who is under 18 years of age. A maximum of 4 weeks' Parental Leave can be taken in any one leave year in respect of any individual child.

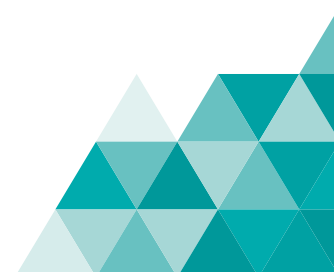


18
weeks
Unpaid Parental
Leave

Childcare Voucher Scheme

The Childcare Voucher Scheme is open to all staff who, as parents / adoptive parents / legal guardians pay for registered childcare. The College in conjunction with Employers for Childcare has a scheme whereby part of your salary can be sacrificed for childcare vouchers before tax and national insurance are calculated. Those purchasing Childcare Vouchers can save up to £77 per month on registered childcare through exemption from Tax and National Insurance Contributions.

Save up to
£77
per month
On registered childcare
through exemption from
Tax and National Insurance
Contributions.



Work Life Balance Benefits

Special Leave

The College has a generous Special Leave of Absence Scheme which allow specific provisions for circumstances under which staff are allowed paid or unpaid time away from work. Special leave is discretionary and in each circumstance a decision will be made by HR based on the information provided on the application form. For further information please visit the [Special Leave Policy](#).

Flexi Scheme for Support Staff

This allows support staff (where applicable) to vary their daily hours of work around 'core' hours. The flexi-scheme may not be appropriate for all support roles across the College due to the specific operational requirements in place and this should be discussed with your line manager. Flexitime allows staff to choose the times they start, and finish work and they can vary the length and timing of their lunch break (both within an agreed framework). Under the scheme support staff can carry forward +/- 21.6hrs (pro rata for part-time staff). This scheme is dependent upon the business needs and the departments' core working hours; please confirm these terms with your line manager.

Flexible Working

The College offers a range of flexible working options to suit the lifestyle of its staff and help meet their needs outside of work, to achieve an improved balance between home and work commitments. Flexible working normally means a change to the normal pattern of work and can include:



Part time working



Compressed working hours



Job sharing



Reduction in hours

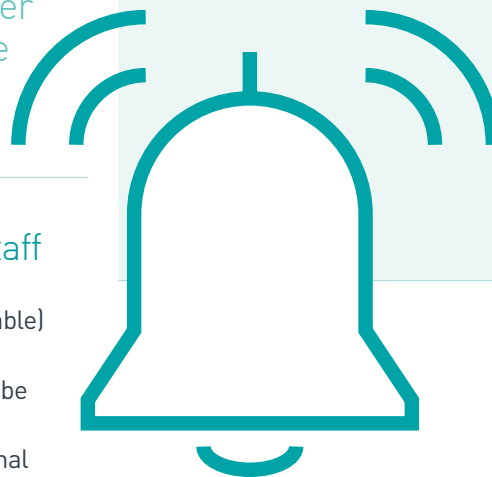


Term time working



Career Break

Should you wish to consider any of these options, please discuss with your line manager.



Support staff can carry forward

+or-
21.6
hours



Health and Wellbeing Benefits

Staff Wellbeing Programme

The College is committed to creating an environment where the Health and Wellbeing of all staff is valued. Our Annual Health and Wellbeing Programme will encourage and support staff to maintain and adopt healthy lifestyles through a variety of initiatives including training, awareness raising events/campaigns and policies.



Employee Assistance

The College has commissioned Inspire Workplace Services (formerly Carecall) to provide staff with a free, independent, confidential and professional counselling service. This is complementary to existing policies and procedures and is an important additional resource to support staff. [Inspire provide 24-hour counselling](#) with both telephone and face-to-face sessions, supporting a wide range of issues including legal and financial advice. Staff can also access a wealth of online information and resources from the Inspire [Online Support Hub for Staff](#).

Occupational Health

College staff may be referred to Occupational Health for one of the following reasons:



Pre-employment screening



To identify any support strategies for those with a declared health condition

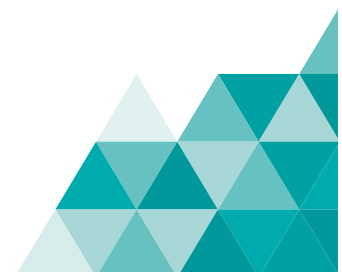


To assess if a staff member is fit to be at work



To be assessed for Ill Health Retirement

In addition, staff may self-refer to Occupational Health for advice and support. Any referrals to Occupational Health are made via the College's Human Resources Department.



Health Wise

The College's Occupational Health provider, OHRD has provided all staff with access to their online hub, Health Wise. [Health Wise](#) provides information on all aspects of health advice and help including A-Z health conditions, Symptom checkers, Live Well, over 800 videos on health-related advice and news and links to other webpages.

Health Checks

The College has commissioned Inspire Workplace Services (formerly Carecall) to provide staff with a free, independent, confidential and professional counselling service. This is complementary to existing policies and procedures and is an important additional resource to support staff. Inspire provide 24-hour counselling with both telephone and face-to-face sessions, supporting a wide range of issues including legal and financial advice. Staff can also access a wealth of online information and resources from the Inspire Online Support Hub for Staff.

Flu Vaccines

Each Autumn the College run a Flu Vaccine Campaign for Staff. All staff are invited to avail of the vaccine on their campus for free.

Cycle to Work Scheme

The College operates a [Cycle to Work Scheme](#) for staff members who wish to access a cycle through a hire purchase scheme. Payments are made directly from your monthly salary, prior to tax and national insurance contributions being deducted. If you have any further queries please contact healthandwellbeing@nrc.ac.uk.



Free health check
Blood Pressure
BMI
Cholesterol
Blood Sugar

Free for all staff
Flu Vaccine



Campus Fitness Suites

Through the Health and Wellbeing programme for staff, the College allows staff use of the existing fitness suites within the Newtownabbey, Coleraine and Farm Lodge campuses. Staff are welcome to use the suites outside of teaching hours, please contact healthandwellbeing@nrc.ac.uk to arrange an induction.

Benenden Healthcare

This is a UK-based mutual not-for-profit friendly society run for members, providing healthcare for those who work, or have worked, in the UK public sector. The scheme is open to all staff who may wish to join on a voluntary basis. All members pay the same flat rate per month, regardless of their circumstances. The current rate (as at April 2021) is £11.50 per person per month. The services you will receive include a UK-based GP advice line, stress counselling helpline, independent care advice service, and discounts on health screening. After six months, you will be eligible to benefit from a wide range of discretionary services that include valuable financial assistance and help to get the treatment you need as soon as possible. If you wish to join, contact [Benenden](#) directly.

Financial Wellbeing

The College has a [Complimentary Will Writing Service](#) for staff and their families. The entire process is managed online, over the phone, by email or post. Kennedy Burchill, specialists in Will Writing and Estate Planning, provide this vital service.

To help staff who have money concerns build their financial resilience we have partnered with the Money and Pensions Service (MaPS). They cover a range of topics from savings and budgeting to housing rights and pensions. Staff can explore the variety of useful [Money and Pensions Service tools](#).



Mental Health Champions

There may be times when staff feel distressed or unable to cope with the pressures of everyday life. There are several College staff working on each campus who are trained as [Mental Health Champions](#) and are equipped with the skills and knowledge to help those in a mental health crisis and signpost to specialist services. Should you need support or assistance with a mental health issue, you can speak in confidence to these staff members, who will be happy to help.



Staff Development and Recognition

Learning and Development

Northern Regional College has a great sense of pride in its staff and as such provides excellent opportunities for expanding and enhancing, not only your qualifications but also your skills and experiences. With the option to source your own training, as well as to sign up to training provided by the College, there are a wide range of training courses available to assist you on your learning journey.

Appraisal

The Appraisal scheme provides commitment to developing its staff and to delivering a high-quality service. Among other things, appraisal ensures that individual members of staff are clear about their objectives and have an opportunity to discuss any help they may need in meeting them.

**Over
700
part-time
courses
FREE
to all staff**

Part-time Courses

The College offers over 700 part-time courses across all its campuses from leisure to professional development and Higher Education. Tuition costs are free to all staff for part-time courses undertaken within the College. The course you participate in does not have to be related to your job role for you to qualify for this discount.

Staff Recognition Awards

The College's Staff Recognition Awards give us an opportunity to celebrate the success, determination and hard work of our staff. In various categories we recognise outstanding individual and team contributions and celebrate those who go above and beyond.

The awards are for all staff, across teaching and support roles, who have shown unwavering commitment and demonstrated a valuable contribution to College life. Peer nominations are sought, followed by a rigorous selection process, to determine the winners.





Other Incentives

Staff Room facilities

Each campus has a staff room where food preparation and storage facilities are available. There is a filter water tap located in every campus staff room beside each sink. Staff are provided with College branded water bottles to fill with drinking water as and when required.

Free Car Parking

The College operates a number of Car Parks for the benefit of all staff, students and visitors with legitimate business at the College. Car Parks operate in line with the Campus operating hours and a strict Parking Policy is in place.



Eye Tests

Staff who extensively use VDUs as part of their job description are entitled to apply for a refund of up to £20 per eye test from the College. The College will also contribute up to £55 towards the cost of corrective appliances that are specifically required for the use of VDUs

Up to
£20
per eye test
from the
College

Onsite canteens and Vending facilities

Each of our six campuses have canteen facilities where staff can avail of fresh hot and cold food. Vending machines are also available on each campus for the provision of hot and cold drinks and confectionary.

Staff Discount Schemes

Various retailers offer our staff discount on their products and services. These include AXA insurance, O2 and Apple. Visit the staff benefits section on the Health and Wellbeing page for more information.

With their College email account, staff are also entitled to subscribe to variety of discount websites such as Discount for Teachers.



Office 365

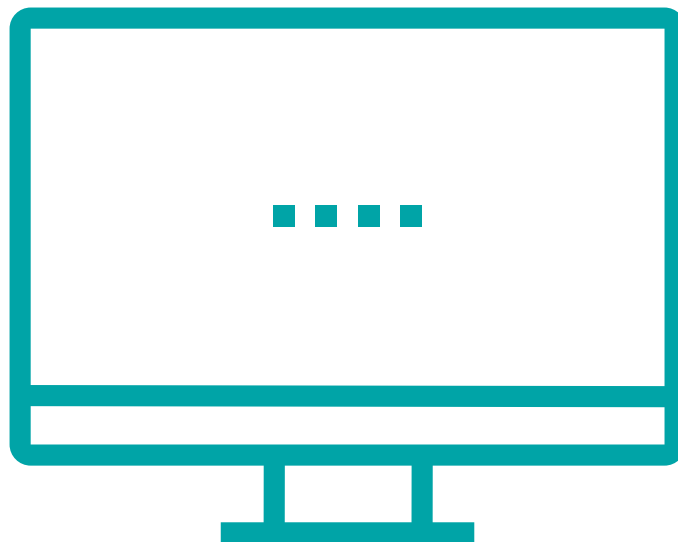
All Staff have access to a free copy of Microsoft Office (Word, Excel, PowerPoint, Outlook, One Note and OneDrive) that can be installed on a personal device.

To access a free copy, log in to Microsoft 365 on the device you wish to install Microsoft Office on and select Install Office and follow the steps. If prompted to sign in after installation, use College Microsoft 365 details instead of a product key or license key.

Although the Microsoft applications can be used offline, staff will need to connect to the internet every 30 days for editing rights to remain active.

Staff can install Microsoft Office for free on up to 15 devices (including 5 PCs/Macs, 5 smart phones and 5 tablets) however are only able to install the applications on devices that they personally own.

Microsoft Office is only available to use while a member of College Staff, and although installations of Microsoft Office will remain installed after leaving the College, they will switch to read only mode. This means users will still be able to open and read all Office documents but will not be able to edit them or create new ones.



Free copy of Microsoft Office





NORTHERN
Regional College



 **Benefits of Working at**
Northern Regional College