

## **Staff Benefits**

There are a host of great benefits in being employed by Alabaré, in its aspiration to become recognised as a model of excellence. You will also be able to share in our passion and values for providing excellent services through a culture of Integrity, inclusiveness, Empowerment, Equality and Collaboration.

### **Culture**

As an employer and a care and support provider, we uphold the rights of those using our services, employees, and volunteers to be treated fairly and without discrimination. We are committed to taking all reasonable and practical measures to ensure that our practices are free from discrimination, inclusive and accessible to all. We not only set standards in our Equality and Diversity policy, which complies with the minimum requirements of the law but there is an expectation that discrimination is addressed proactively in ways that are positive and valued.

We have a green consciousness when it comes to our environment and are fully engaged with recycling and other energy-saving measures.

### **Values**

Our values can be summed in 4 words, which describe how we expect our staff to be at all times:-

Care, Compassion, Generosity and Respect.

These are the hallmarks of our Charity.

### **Job Satisfaction**

As a Charity that supports thousands of vulnerable people each year, one of the main reasons that our staff work for us is because they get incredible job satisfaction in making a real difference to people, helping them to live independent and fulfilled lives. Working for Alabaré, you can make a real difference and get that buzz from knowing that each day at work really counts and working in teams of like-minded, supportive people who really care about what they do.

### **My Learning Cloud**

We value our staff by promoting a strong learning ethos and a belief in life-long learning. A range of learning and development opportunities is available, including support for attaining qualifications. Additionally, from time to time, specific programmes are available, for example, for managers or for people with potential talent, which will provide you with the skills to develop in your role and career. There is also a growing library of eLearning resources on My Learning Cloud, which is an excellent Personal Learning Platform designed for our employees.

### **Pension**

Alabaré offers the Government NEST Pension. You will be automatically enrolled when you start.

### **Sick Pay**

Alabaré has a company sick pay scheme that will pay you more money than statutory sickness pay, depending on your length of service. This is as follows:-

<b>Service</b>	<b>Full Salary</b>	<b>Half Salary</b>
6 months to 1 year	2 weeks	1 week
Over 1 year to 5 years	1 month	3 months
Over 5 years	3 months	3 months

The amount of paid sickness absence available at any one time is calculated on a 'rolling year' basis, with all days taken sick within the preceding 12 months subtracted from the employee's total available. Please see the Absence Management Policy for more information (available on the Intranet).

### **Annual Leave**

Alabaré's annual leave is higher than the statutory amount. For all staff, the following annual leave entitlement applies:-

Under 3 years' service	24 days + 8 Bank Holidays
Over 3 years' service	25 days + 8 Bank Holidays
Over 4 years' service	27 days + 8 Bank Holidays
Over 5 years' service	29 days + 8 Bank Holidays

For part-time and relief staff, the holiday entitlement will be calculated on a pro-rata basis, with an adjustment being made if necessary so that the total entitlement is equitable.

Staff joining the organisation at any date after the 1 April will be granted paid holiday in proportion to the number of completed calendar months, they will be working during that holiday year. In addition, newly appointed staff may be granted leave without pay to take previously booked holidays provided that this does not exceed the minimum holiday entitlement.

### **Double Pay**

Bank Holidays attract a payment of double time. Alabaré reserve the right to nominate which days these will be.

### **Sleep ins**

A payment of £70 is paid for each sleep in – 11pm to 7am

### **On Call**

A payment of £100 is paid for each 7-day period.

### **Mileage Allowance**

You will be paid a mileage allowance for using your car on official business. The current rate is 45p per mile. To be paid, you must be insured for business use, and your car must be taxed and hold a valid MOT. To claim mileage, please download a form from the Finance internet pages.

### **Professional Fees**

We will pay for professional fees where membership is a job requirement, i.e. where it is clearly stated in your role job description. Invoices should be submitted to your line manager.

### **Time Off**

Alabaré has a comprehensive Time off procedure which outlines not only statutory time off but also recognises that sometimes employees need time off above that which they are statutorily entitled to, such as Compassionate Leave and Study Leave. Alabaré also supports family-friendly procedures. The following are reasons that we grant time off, but please see the Time Off Procedure for further details:-

- Adoption leave
- Ante-natal care
- Career Breaks/unpaid leave
- Time off for training if in the Military Reserves.
- 5 days paid Bereavement leave
- 5 days paid Compassionate leave
- Elected representatives
- Jury service
- Maternity leave
- Parental leave
- Paternity leave
- Public duties
- Religious festivals
- Safety representatives
- Study leave
- Time off for dependants
- Time off to attend medical appointments
- Trade Union activities

### **Flexible Working**

Many people at Alabaré work part-time to fit in with their family lives. The opportunities for flexible working will depend on the needs of the business, and service users are not adversely affected by such a change. If you are interested in flexible working, then you should talk to your line manager about it in the first place. If you want to apply for flexible work, please see the Work-Life Balance Policy for further details.

### **Staff Communications/Valuing Staff**

We try and communicate with staff in lots of different ways, through newsletters, team briefings, team meetings and emails. However, we occasionally hold conferences to communicate and share key strategies and information. We also like to spend time getting to know staff at events such as road shows or service visits. We also have an active Employee Forum so please find out who represents your service, and if nobody does, why not volunteer?

### **Refer a Friend Scheme**

If you refer a friend/family member, you will receive £50.00 once they start and £150 once they have successfully passed their probation period. All monies will be paid through the wages system.

### **Corporate Gym Membership**

This is available in certain areas. For more information, please contact the HR Department.

### **Cycle Scheme**

Alabaré also offers a cycle scheme through salary sacrifice. For more information, please contact the HR Department.

### **Armed Forces Covenant**

Alabaré pledge, demonstrate or advocate support to Defence and the Armed Forces Community.

### **Mindful Employer**

Alabaré is a Mindful Employer, this means that through a network of employers, health professionals and support organisations, there is access to advice, information and practical support for all of Alabaré's staff.

- Confidential Staff Helpline – 0300 555 6006  
Available 24 hours, seven days a week.
- Confidential Managerial Advice line – 0300 555 5002  
Available 8 am -8 pm, seven days a week.

### **Career Development**

We are really keen to promote staff in Alabaré, to have a pathway to follow through accredited training, staff can further their career.

### **HR Team**

Karen Bell – HR & Corporate Services Manager  
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