



A-Z of Employee Benefits and Facilities

A	<p>Adoption Leave & Pay</p> <p>Dependent on length of service, we offer enhanced adoption leave and pay above what we are required to by law. See http://www.nottingham.ac.uk/hr/guidesandsupport/maternityparentalsupportandadoption/index.aspx for more information.</p> <p>Annual Leave</p> <p>You are entitled to a generous annual leave entitlement which is summarised on the Annual Leave webpage http://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/index.aspx. You are also entitled to 8 statutory public holidays and 5 discretionary days, customarily taken between Christmas and New Year. This is pro-rated if you work part-time, or full-time for only part of the year.</p>
B	<p>Banking Facilities</p> <p>All campuses provide retail outlets, with most having banks, http://www.nottingham.ac.uk/hr/your-benefits/your-environment/campus-facilities/banking.aspx, and a range of shops. A recent extension to the Portland Building on University Park campus has ensured that the building is a hub of activity housing shops, banks, bars and restaurants.</p> <p>Bike Discounts</p> <p>We have arrangements with cycle retailers which enable staff to benefit from discounts on bicycles and cycling equipment. See the Staff Cycle Scheme webpage, http://www.nottingham.ac.uk/sustainability/transport/cyclingandwalking/staffschemes.aspx, for more information.</p> <p>Doctor Bike</p> <p>Your bike can receive routine maintenance checks completely free of charge via our 'Doctor Bike' sessions, held throughout the year. Look out for information on the UCycle newsletter and on the Ucycle webpage, at http://www.nottingham.ac.uk/sustainability/transport/cyclingandwalking/ucycle.aspx.</p> <p>Book Shop</p> <p>There are Blackwell's bookshops located on most campuses, offering 10% discount on all purchases for staff. Just show your staff card at the till.</p>



Bus Ticket Subsidy

We offer staff the opportunity to purchase reduced price bus tickets for daily, weekly and monthly travel. For more information, see <http://www.nottingham.ac.uk/sustainability/transport/publictransport/publictransport.aspx>.

Bupa

The University also offers voluntary healthcare schemes, <http://www.nottingham.ac.uk/hr/your-benefits/your-wellbeing/health.aspx>, with the assistance of an external healthcare consultant, and have negotiated a 37% discount with Bupa.

If it is a cash plan you would prefer, then the University offer Westfield Health <http://www.westfieldhealth.com/advantageportal/index.asp?CID>. For more information or to apply online, visit Westfield Health and enter the code DPXJ when prompted, or call 0845 602 1629.

If these are not suitable and you would prefer free advice, contact Xafinity Consulting, who are able to provide advice on the most suitable product for you. Contact them on 0113 284 8013 or email healthcare@xafinityconsulting.com

Bus – Hopper Bus service

The University provides a regular hopper bus service for staff and student travel between campuses. <http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx>

C Car Share Scheme

Our Car Share Scheme, <http://www.nottingham.ac.uk/sustainability/transport/carsharing.aspx>, is linked into a city-wide scheme that matches together drivers and passengers for daily and one-off trips. By taking part, you can make significant savings on the cost of travel and help to reduce congestion and pollution. You may also qualify for a staff car share parking permit.

Career Breaks

Career breaks are typically used to pursue personal interests, such as travelling, volunteering or personal development. They can also be used to provide a period of care for a dependant.

<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/index.aspx>

Carers Leave

This policy enables staff to provide substantial full-time care for a dependant relative.



<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/index.aspx>

Catering Facilities

A range of onsite catering and bar facilities serving hot and cold dishes, sandwiches, snacks and drinks are available. There are also vending machines at many locations across campus. <http://www.nottingham.ac.uk/about/facilities/restaurantsandcafeterias.aspx>

Chaplaincy

Although we are a secular organisation, we respect the right to freedom of religious belief. Our Chaplaincy offers spiritual and religious advice and information for people from all world faiths. <http://www.nottingham.ac.uk/chaplaincy/index.aspx>

Childcare

We offer staff access to quality child care services, provided by University's child care Services located on campus.

To support staff with child care costs, we offer Child care Extra (a childcare voucher scheme) in conjunction with Edenred (UK Group) Limited - this provides parents with a tax-efficient way of paying for child care. <http://www.nottingham.ac.uk/child-care/staffchildcare.aspx>

Children's Activities

See children's courses, organised by the Sports Centre. <http://www.nottingham.ac.uk/sport/newsandevents/news/discounted-holiday-childcare-with-kings-camps-for-nottingham-university-employees.aspx>.

Christmas Shutdown

The University closes in the week between Christmas and New Year. <http://www.nottingham.ac.uk/staff/bankhol.phtml#bank>

Computing Facilities

Find out more about the wide range of IT and library services available to students and staff at The University of Nottingham. From setting and changing your password and setting up wireless on your smart phone, to finding electronic resources and library opening times, you can find out more at <http://www.nottingham.ac.uk/is/index.aspx>.



Computer Discounts

The University has negotiated various hardware, software and maintenance deals which staff can benefit from for personal use.

Concerts

The University boasts a vibrant musical life with many opportunities for performances. See the Department of Music webpage for more information: <http://www.nottingham.ac.uk/music/performance/concerts.aspx>.

Contribution Pay

We operate two schemes to rewarding exceptional performance, SCRB and ECB as part of our fair and transparent reward strategy <http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/index.aspx>.

Counselling Service

The Counselling Service is a free service for all staff and students of The University of Nottingham. The service can provide support through offering confidential, professional help with personal, emotional or mental health problems <http://www.nottingham.ac.uk/counselling/index.aspx>.

Cripps Health Service

The University's Health Service is based in Cripps Health Centre, which also contains a dental practice, occupational health and a Boots pharmacy <http://www.unhs.co.uk/unhs/the-university-of-nottingham-health-service.aspx>.

Culture and the Arts

The University hosts a wide range of Public Lectures, Exhibitions, Music, Theatre and Dance. All details can be found in Exchange Magazine, <http://exchange.nottingham.ac.uk/>, and the Events section on the University homepage <http://www.nottingham.ac.uk/home/events/index.aspx>.

Cycle to Work

Our staff cycle scheme, Cycletowork Extra, allows you to make big savings on the cost of new bikes and cycling equipment. See also Bike Doctor, Bike Hire and 'Unibike'. <http://www.nottingham.ac.uk/sustainability/transport/cyclingandwalking/cycling.aspx>.

D Dental Practice



The University's Health Service is based in Cripps Health Centre, which also contains a dental practice, occupational health and a Boots pharmacy <http://www.unhs.co.uk/unhs/the-university-of-nottingham-health-service.aspx>.

Dignity

We are committed to creating a positive workplace and learning environment and have a range of practices and policies to support this aim. See the Dignity within the University Policy, <http://www.nottingham.ac.uk/hr/guidesandsupport/complaintsgrievanceanddignity/dignity/index.aspx>, for more information.

Discounts – shopping and services

We've teamed up with Edenred, one of the UK's leading voluntary benefits providers, who have negotiated with many leading high street retailers to give staff access to exclusively discounted products and services.

University staff can take advantage of a range of special offers and discounts available on an extensive range of products and services including clothing, home entertainment, holidays and travel.

<http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/benefitsandfacilities/discountsandshoppingvouchers.aspx>.

Display Screen Equipment - eye tests

We have teamed up with Boots optician to offer free eyesight tests for users of display screen equipment:

<http://www.nottingham.ac.uk/safety/dse-eye.htm>

E Environmental Awareness

We are committed to becoming a leading green university. We are building on our teaching, research and operational excellence to achieve this. <http://www.nottingham.ac.uk/sustainability/index.aspx>.

Equality & Diversity

We value diversity and are committed to maximising disabled access and maintaining an environment which is free from bullying and harassment. We actively promote equality and diversity via face-to-face training, an e-learning programme and regular events. More information is available at <http://www.nottingham.ac.uk/hr/equality-diversity/equality-diversity.aspx>.



	<p>Eyesight Tests</p> <p>We have teamed up with Boots optician to offer free eyesight tests for users of display screen equipment: http://www.nottingham.ac.uk/safety/dse-eye.htm.</p> <p>Events</p> <p>We host a range of events from academic seminars, to campus walks: http://www.nottingham.ac.uk/home/events/index.aspx</p> <p>Exchange – The University of Nottingham magazine</p> <p>From the latest research and industry collaborations to staff and student achievements, Exchange, http://exchange.nottingham.ac.uk/, features news and views from across the University.</p>
F	<p>Fees</p> <p>Staff can pay University of Nottingham course fees in instalments. See the tuition fees webpage, http://www.nottingham.ac.uk/fabs/finance/index.aspx, for more information.</p> <p>Flexible Working</p> <p>We are committed to the promotion of a healthy work-life balance for all staff and recognise that flexible working arrangements can help to provide a positive working environment and more flexible workforce: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/index.aspx.</p> <p>Free Events and Activities</p> <p>There are many and varied free events and activities throughout the year – from guided campus walks to lectures and speakers. Find out what’s going on through notice boards, http://www.nottingham.ac.uk/sustainability/grounds/friendsofuniversitypark.aspx, and Exchange magazine http://exchange.nottingham.ac.uk/.</p> <p>Functions</p> <p>We offer a reduced tariff for staff organising University events on campus and on venue hire for organising private events, which are due to take place within the next six months. Contact Gayle.Timmins@nottingham.ac.uk for more information. http://www.nottingham.ac.uk/servicesforbusiness/facilities/conferencefacilities/index.aspx.</p>



G	<p>Gardens and Grounds</p> <p>We are proud of our award-winning campuses and continual investment in our surroundings ensures that the working experience is the best it can be. Find out more at http://www.nottingham.ac.uk/sustainability/grounds/groundsgardens.aspx.</p> <p>Green Initiatives</p> <p>We are committed to sustainable development, http://www.nottingham.ac.uk/sustainability/index.aspx, and are actively reducing our carbon-footprint, promote recycling, and encourage walking, cycling and use of public transport.</p> <p>We run a Cyletework scheme and a Ucycle scheme, as well as offering several other resources for cyclists. Other initiatives include interest-free loans on annual rail passes, and a number of discounts on bus travel.</p>
H	<p>Health Centre</p> <p>The University's Health Service is based in Cripps Health Centre, which also contains a dental practice, occupational health and a Boots pharmacy http://www.unhs.co.uk/unhs/the-university-of-nottingham-health-service.aspx</p> <p>Health Plans</p> <p>The University offers voluntary healthcare schemes with the assistance of an external healthcare consultant and have negotiated a 37% discount with Bupa.If it is a cash plan you would prefer, then the University offer Westfield Health, for more information or to apply online simply visit Westfield Health and enter the code DPXJ when prompted or call 0845 602 1629. If these are not suitable and you would prefer free advice, then contact Xafinity Consulting who are able to provide advice on the most suitable product for you and can be contacted on 0113 284 8013 or by Email: healthcare@xafinityconsulting.com</p> <p>http://www.nottingham.ac.uk/hr/your-benefits/your-wellbeing/health.aspx</p> <p>Holiday</p> <p>See Annual leave http://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/index.aspx</p> <p>Hopper Bus</p>



The University provides a regular hopper bus service for staff and student travel between campuses.
<http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx>

I Impact: The Nottingham Campaign

At Nottingham we are proud that the philanthropic gifts we receive are used to benefit the lives of so many people, from our students on campus to poor communities in the developing world. This is due to the crucial support we receive every day from our alumni, friends and staff.

Staff giving is an important component of any university fundraising campaign and Impact: The Nottingham Campaign is no different. Apart from the more obvious ways of donating, staff have a number of additional methods. Find out more
<http://www.nottingham.ac.uk/impactcampaign/howtodonate/gifts-from-university-members-of-staff.aspx>.

Individual Development Fund

This fund is designed to financially assist all members of staff undertaking vocationally relevant courses/qualifications, where no equivalent internal provision is available. <http://pd.nottingham.ac.uk/eng/Funding>.

Insurance

Various forms of insurance are available for when on University business. These include travel insurance, computer insurance and car insurance. Private medical insurance and private dental insurance can also be taken out as a voluntary benefit at a discounted rate.
<http://www.nottingham.ac.uk/hr/your-benefits/your-wellbeing/health.aspx>.

IT

Find out more about the wide range of IT and library services available. From setting and changing your password and setting up wireless on your smart phone, to finding electronic resources and library opening times, you can find out more at
<http://www.nottingham.ac.uk/is/index.aspx>.

IT Training

The University provides a wide variety of courses from beginner to advanced level. These are open to all staff and research postgraduates and are free to attend. <http://pd.nottingham.ac.uk/eng/IT>.



J	<p>Job Share Opportunities</p> <p>We support job sharing and have a job share policy in place. http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/index.aspx.</p> <p>Job Opportunities</p> <p>Our dedicated jobs site is updated daily: http://www.nottingham.ac.uk/jobs/.</p>
K	<p>Kings Camps</p> <p>During the summer and Easter vacations, our Sports Centre runs week-long activity camps with organised sports tuition for children aged 8-16 years. For more go to http://www.nottingham.ac.uk/sport/newsandevents/news/discounted-holiday-childcare-with-kings-camps-for-nottingham-university-employees.aspx.</p>
L	<p>Learning and Development</p> <p>We are committed to providing all our staff with appropriate development opportunities to help staff develop the skills, knowledge and competencies you need to contribute fully to the continued success of the University. For more information, visit our Professional Development pages. http://pd.nottingham.ac.uk/eng</p> <p>Language Classes</p> <p>Our Languages for All (LFA) programme offers a range of reasonably priced foreign language courses. These range from beginners to degree standard and are held at a variety of times to suit you. http://www.nottingham.ac.uk/language-centre/index.aspx.</p> <p>Library Services</p> <p>There are 10 libraries across the University's UK campus plus, those in Malaysia and China. Staff need a University or Library Card to use the collections and facilities at all libraries. http://www.nottingham.ac.uk/is/libraries/index.aspx.</p> <p>Long Service Awards</p> <p>A long service award scheme exists for staff members who have completed 25 and 40 years' service with the University. For more information, contact Human Resources http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/recognitionandawards/longservice/index.aspx.</p>



M	<p>Magazine</p> <p>From the latest research and industry collaborations, to staff and student achievements, Exchange http://exchange.nottingham.ac.uk/, features news and views from across the University. Extra stories and videos are available online, so make sure you bookmark the magazine to keep up to date!</p> <p>Maternity Scheme</p> <p>Dependent on length of service, we offer enhanced maternity, adoption and maternity support pay above what we are required to by law. For more information, see http://www.nottingham.ac.uk/hr/guidesandsupport/maternityparentalsupportandadoption/index.aspx</p> <p>Mediation</p> <p>Find out more about our in-house mediation scheme, http://www.nottingham.ac.uk/hr/mediation.aspx, an informal and confidential service for handling and resolving any workplace disputes or conflicts. http://www.nottingham.ac.uk/hr/guidesandsupport/complaintsgrievanceanddignity/index.aspx.</p> <p>Medical Services</p> <p>We offer discounted rates on private medical insurance, private dental insurance and health screening. From time to time, we also offer medical services such as flu jabs, osteoporosis testing, etc. at highly competitive rates. http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/benefitsandfacilities/healthwellbeing.aspx.</p>
N	<p>Staff Networks</p> <p>Staff Networks are open to all staff and form an important part of the consultative process across a wide range of workplace issues. Networks are independent of HR, led by members of staff, and seek to provide information and support to colleagues who might appreciate an informal, confidential, peer-run environment.</p> <p>We currently have five Staff Equality and Diversity Networks: http://www.nottingham.ac.uk/hr/equality-diversity/staff-equality--diversity-networks/index.aspx.</p> <p>Black & Minority Ethnic (BME) Staff Network Carers' Staff Network Disability Staff Network</p>



	<p>Lesbian, Gay, Bisexual, Transexual and Questioning (LGBTQ) Staff Network Women's Staff Network</p> <p>Nursery</p> <p>Our onsite nursery, run by professionally qualified staff, caters for children aged 3 months to 5 years and combines nursery education with full-time day care. http://www.nottingham.ac.uk/child-care/staffchildcare.aspx</p>
O	<p>Occupational Health Service</p> <p>Occupational Health provide independent specialist medical advice to staff and their managers on the relationship between work and health, e.g. managing medical conditions to remain at work, return to work or managing a disability. http://www.nottingham.ac.uk/hr/guidesandsupport/healthandwellbeing/occupational-health/occupational-health.aspx</p>
P	<p>Parking Permits</p> <p>Our campuses have car parking facilities. For more details, see http://www.nottingham.ac.uk/estates/security/carparking.aspx.</p> <p>Paternity (Maternity Support) Leave</p> <p>Dependent on length of service, we offer enhanced maternity support pay above what we are required to by law. http://www.nottingham.ac.uk/hr/guidesandsupport/maternityparentalsupportandadoption/index.aspx</p> <p>Pay and Reward</p> <p>We aim to develop and implement a transparent reward strategy to ensure that all staff are paid a fair and competitive salary as well as non pay benefits. We operate two schemes to reward exceptional performance, SCRB and ECB as part of our reward strategy. For more details go to http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/index.aspx.</p> <p>Pay Awards</p> <p>Pay awards to recognise cost of living increases are negotiated nationally, through the Employers' Association UCEA and national trade unions. http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/index.aspx.</p> <p>Pension Scheme</p>



Depending on your grade, you can join one of our two final salary pension schemes:

- CRSP (for employees in levels 1-3)
- Universities Superannuation Scheme (USS) for employees in levels 4 and above)

For further information, please contact pensions@nottingham.ac.uk or see <http://www.nottingham.ac.uk/hr/your-benefits/your-future/yourfuture.aspx>.

Prayer Room

There are prayer facilities across our campuses: <http://www.nottingham.ac.uk/chaplaincy/rooms.aspx>.

Promotion and Regrading

We recognise the importance of career progression and giving you opportunities to excel in your chosen career. We believe that employees who are given the opportunity to excel in their careers in turn have higher levels of job satisfaction and contribute to a positive working environment. Our re-grading and promotions procedures demonstrate our commitment to support you in your career aspirations. For more, see <http://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/index.aspx>.

Public Lecture Series

We offer a varied programme of free public lectures on a diverse range of subjects and presented by distinguished experts in their field. Find out what's going on through notice boards and Exchange magazine, <http://exchange.nottingham.ac.uk/>.

R Rail Pass

As part of its commitment to sustainable travel, the University will fund an interest free season ticket loan (up to £5,000) on Annual Rail Passes for those employees who travel to work by train.

<http://www.nottingham.ac.uk/sustainability/transport/publictransport/staffdiscounts.aspx>.

Regrading and Promotion

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career aspirations. For more, see <http://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/index.aspx>.

Religious and Spiritual Facilities

Although we are a secular organisation, we respect the right to freedom of religious belief. Our Chaplaincy offers spiritual and religious advice and information for people from all world faiths. <http://www.nottingham.ac.uk/chaplaincy/index.aspx>.

Relocation Allowance

In certain circumstances, staff are given financial assistance towards the cost of moving house to come to work at the University. If you qualify for this, it will be detailed in your contract of employment. See <http://www.nottingham.ac.uk/hr/guidesandsupport/youremploymentattheuniversity/index.aspx>.

Restaurants and Bars

A range of onsite catering and bar facilities serving hot and cold dishes, sandwiches, snacks and drinks are available. There are also vending machines at many locations across campus. <http://www.nottingham.ac.uk/about/facilities/restaurantsandcafeterias.aspx>.

S Safety Office

The Safety Office is responsible for providing advice and support to all Schools/Departments, to ensure a safe working environment for all staff, students and visitors: <http://www.nottingham.ac.uk/fabs/safety-office/safety-office.aspx>.

Shops and Facilities

All campuses provide retail outlets, with most having banks and a range of shops. A recent extension to the Portland Building on University Park campus has ensured that the building is a hub of activity housing shops, banks, bars and restaurants.

Sick Pay Scheme

We provide considerable support to all staff in times of sickness and personal difficulties an offer competitive sick pay above the statutory minimum, which increases with your length of service. For more, see <http://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/sicknessabsence/index.aspx>.

Sports Facilities



	<p>We have an extensive range of sports facilities which are open to staff and their families. Our sports centre (which includes a fitness suite) has competitive membership rates and caters for a wide variety of track, field and team sports. http://www.nottingham.ac.uk/sport/index.aspx.</p> <p>Staff Forums/Networks</p> <p>Staff Networks are open to all staff and form an important part of the consultative process across a wide range of workplace issues. Networks are independent of HR, led by members of staff, and seek to provide information and support to colleagues who might appreciate an informal, confidential, peer-run environment.</p> <p>We currently have five Staff Equality and Diversity Networks: http://www.nottingham.ac.uk/hr/equality-diversity/staff-equality--diversity-networks/index.aspx</p> <p>Black & Minority Ethnic (BME) Staff Network Carers' Staff Network Disability Staff Network Lesbian, Gay, Bisexual, Transexual and Questioning (LGBTQ) Staff Network Women's Staff Network</p>
T	<p>Trade Union Membership</p> <p>We are committed to working in partnership with recognised trade unions and you have a right to belong to a trade union of your choice. http://www.nottingham.ac.uk/hr/guidesandsupport/tradeunionsandconsultativecommittees/index.aspx</p> <p>Training & Development</p> <p>We are committed to providing all our staff with appropriate development opportunities to help staff develop the skills, knowledge and competencies you need to contribute fully to the continued success of the University. For more information, visit our staff development pages: http://pd.nottingham.ac.uk/.</p> <p>Transport Links</p> <p>The University has excellent transport links by road, rail, and air. http://www.nottingham.ac.uk/about/visitorinformation/information.aspx</p>
U	<p>Ucycle</p>



	<p>The University is a major partner in Ucycle Nottingham - a £3m project with Sustrans, the sustainable transport charity, to encourage cycling among staff and students: http://www.nottingham.ac.uk/sustainability/transport/cyclingandwalking/cycling.aspx.</p>
W	<p>Widening Participation</p> <p>We are committed to widening participation in higher education. To help achieve this, we offer a wide range of activities for schools, parents and teachers. http://www.nottingham.ac.uk/nottingham-potential/widening-participation/index.aspx/.</p> <p>Wireless Access</p> <p>The wireless network allows anyone with a University of Nottingham username and password to get wireless internet access from any of the Wireless Hotspots across campus. http://www.nottingham.ac.uk/is/connect/wireless/uon-secure.aspx.</p> <p>Worklife Balance</p> <p>We acknowledge that flexibility to balance both work and home life are seen as a vital aid to the recruitment and retention of skilled and competent employees, as well as promoting job satisfaction and staff commitment. Worklife balance empowers employees to fulfil their career aspirations at the University as well as meet their responsibilities outside of work. http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/index.aspx</p> <p>What's On?</p> <p>The University hosts a wide range of Public Lectures, Exhibitions, Music, Theatre and Dance. All details can be found in Exchange Magazine, http://exchange.nottingham.ac.uk/, and in the Events section on the University homepage.</p>