

Benefits and conditions of employment at the London Borough of Waltham Forest

Date: February 2017

Benefits	Details
Car parking	Waltham Forest major sites have car-parking facilities, minimal parking fees apply
Fitness centres	Employees are eligible for discounted membership within the Borough.
Season ticket / travel card loans	Interest free loans are available for annual season tickets and/or travel cards for travel to and from work
Employee credit union	Forest Savers' credit union offers easy ways to save via payroll deduction and gives borrowing facilities at interest rates below commercial banks
Training and development	Waltham Forest is committed to developing the potential of all its employees: <ul style="list-style-type: none"> • We review all employees training and development needs on a regular basis as part of an appraisal process • We encourage a wide range of learning and development methods
Benefits scheme	All employees are eligible to save money on shopping at major retailers, holidays in the UK and abroad, trips to the cinema, - plus so much more including childcare voucher salary sacrifice scheme or buying a bike through the cycle to work scheme, more information at: https://wmf.lifestylehub.co.uk
Mileage allowances	Employees using their vehicles for official business are entitled to receive mileage allowances. The Council applies the HMRC recommended scheme for business mileage payments. This is a fixed mileage rate that is paid to all staff who are authorised to use their vehicle for work travel.
Terms & Conditions	Details
Occupational Sick Pay	Waltham Forest offers a generous occupational sickness pay scheme with full and half pay entitlements dependent on length of service up to a maximum of 6 months full pay and 6 months half pay, after 5 years continuous Local Government Service
Family Friendly Policies and Procedure	<p>Waltham Forest offers excellent family friendly policies which in some cases exceeds statutory requirements:</p> <p><u>Maternity Leave and Occupational Maternity Pay:</u> Employees are entitled to 52 weeks of maternity leave and subject to meeting eligibility requirements may be entitled to Occupational Maternity Pay (9 week's pay at 100% of the employee's average earnings)</p> <p><u>Maternity Support Leave:</u> One week's paid Maternity Support Leave following the birth of a child</p> <p><u>Flexible Working:</u> The Council offers a wide range of flexible working options that will be reasonably considered, dependent on meeting the needs of the Service</p>
Salary, working week and annual leave	<p>Annual leave entitlement varies according to job grade and length of service and ranges from 26 days to 31 days for most roles along with statutory bank holiday entitlement. {pro rata for part time employees}.</p> <p>Salary progression is normally by annual increment. However it is important to note that an incremental freeze may be implemented.</p>

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	<p>Working week: 36 hours per week for a full time role Standard working hours: {Monday to Thursday: 9:00 to 17:15, Friday:9:00 to 17:00}</p> <p>Flexible working requests are considered on the needs of the Service and where possible the Council will endeavour to accommodate any requests. These requests can include</p> <ul style="list-style-type: none">• staggered hours• compressed working arrangement {flexible hours each offering a day off for accumulated time}• Job share• annualised hours• time banking
Pension Scheme	<p>The Council operates a defined benefit Pension scheme. Those within the scheme will be subject to the provisions of the Local Government Pension scheme {LGPS} regulations.</p> <p>Membership to the scheme is open to all employees under the age of 75.</p> <p>You will automatically be brought into the Council's Pension Scheme from your first day of service if your contract of employment is for the more than three months or if you meet the auto enrolment requirements. If the employment is for a period of less than 3 months, you will still be able to join the scheme however you must advise the Council's scheme administrator that you wish to join the scheme.</p>
Special leave	<p>All employees are eligible to be considered for special leave for circumstances such as for public duty, family and personal reasons, or bereavement. Part of the leave will be paid and additional unpaid leave is available in certain circumstances</p>
Financial loans	<p>Subject to meeting individual eligibility criteria, employees can take advantage of financial loans</p>
Career break scheme	<p>The opportunity of a career break is available to all employees. Please refer to ForestNet for more information</p>