



Exeter Diocesan Board of Finance: Employee Benefits Statement

Introduction

Exeter Diocesan Board of Finance (EDBF) recognises the importance of employment benefits and have created this document to clearly illustrate the benefits in place for all EDBF employees. If you have any questions regarding any section of this document, please contact a member of the People Team.

Annual Leave Allowance

Full-time employees are entitled to 25 days (pro-rated for part-time employees) holiday per calendar year in addition to half a day for Maunday Thursday and eight public holidays. These public holidays are as follows: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Whit bank holiday, and August bank holiday.

Counselling Service - Churches' Ministerial Counselling Service (CMCS)

EDBF recognises that working can bring its own stresses and that the employees are not exempt from the other problems of everyday life arising from family and personal circumstances. It is not always appropriate to seek support from a colleague or senior person, and for many years the diocese has provided short term professional counselling. Employees can contact the counselling service directly on a confidential basis and have a maximum of 12 sessions of which the EDBF will incur the expense.

Cycle to Work Scheme

Employees can purchase a bike and equipment through the Cycle to Work Scheme if they would like to cycle to work and benefit from the UK Government's tax exemption initiative to promote healthier journeys to work and to reduce environmental pollution you. This basically allows employees to purchase bikes through a tax-free loan from the organisation over a 12 month period.

Employee Assistance Programme (EAP) – Health Assured

Employees can access the Health Assured – Employee Assistance Programme (EAP), where they can find support and guidance for many topics such as:

- Mental and physical health issues
- Legal and financial assistance
- Help with common issues like smoking, managing weight and sleep
- Guidance on nutrition, change management and resilience.

Employee Car Loans

There is a car loan scheme available for those employees who need and will use a car to travel to or from work and whilst at work. The full terms and conditions including the eligibility criteria are available from the Finance Team.

Eye Tests

Employees using display screen equipment for a significant part of their working day are entitled to free eye tests. EDBF reimburses one eye test in any 24-month period unless the employee has been a diagnosed with a medical condition, which requires more frequent testing and monitoring.



Garden

The Old Deanery garden, except the area beyond the end of the Great Hall, adjacent to the school building, is freely available for employees to use. However, employees are asked to be considerate and not to undertake any activity which may be considered a nuisance or annoyance to occupants of the Old Deanery or adjoining owners.

Parking and Car Park Permits

Parking spaces are available for employees and we run a co-operative system for employees who wish to park their car in the diocesan car park. There are two types of car park permits available: one for people who only use the car park occasionally* during work hours and another for those who use it more frequently / regularly. The former is free and does not give access to the re-imbusement scheme (see below), the latter was set with an annual charge of £30 and gives access to the re-imbusement scheme. Staff joining or leaving the scheme part way through a year can ask for a half-year charge.

Employees are asked not to use car parking spaces during the week or during an event, if they are not working in the Old Deanery or Gatehouse offices that day. However, employees are welcome to use the parking spaces at weekends/evenings free of charge as long as it does not coincide with and interfere with EDBF, or Cathedral events being held on the premises. Parking at work is not a right and we strongly encourage the use of public transport, walking or cycling to work when this is possible and practical. For more information on the car parking scheme please contact Sara Ashton.

Pension

EDBF contribute 14.5% to the Pension Builder Classic Scheme as the employer contribution and will match any employee contributions paid up to a maximum of 3% pensionable salary.

Salary Reviews

Salary reviews take place once a year and become effective on 1 July. The annual salary reviews take place to ensure that the EDBF are paying employees on par with the current trends and other employers.

TOIL – Time Off in Lieu

Employees can put forward TOIL claims in accordance with the TOIL Policy for work completed outside of normal working hours.

Training and Skills Development

EDBF are committed to ensuring employees can access training courses which will enhance their skill sets and further their professional and personal development.