

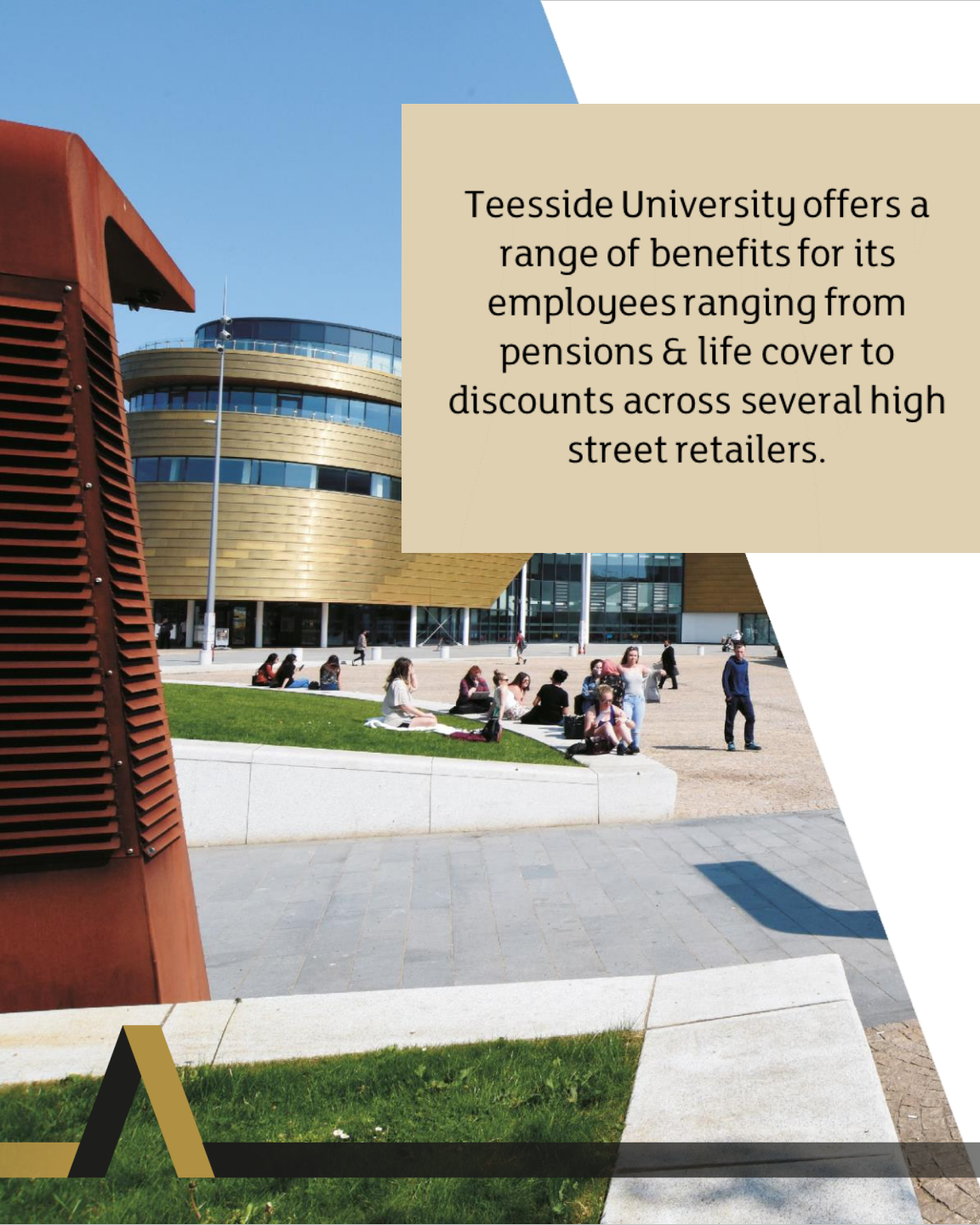
Use the arrows on  
your keyboard to flip  
between the pages  
of this booklet.



## EMPLOYEE BENEFITS

AMBITION  
DELIVERED  
**TODAY**



A large photograph of Teesside University's modern architecture, featuring a curved building with a golden-brown facade and a large courtyard where students are sitting on the grass and walking.

Teesside University offers a range of benefits for its employees ranging from pensions & life cover to discounts across several high street retailers.

## Contents

- Benefits & Discounts
- Pensions
- University Working Practices
- Health & Wellbeing
- Travel







## Benefits & Discounts



## EMPLOYEE BENEFITS PLATFORM

**Vivup** Benefits platform helps you enjoy more of what life has to offer, with instant access to discounted eGift cards from the UK's leading retailers, restaurants, supermarkets, attractions and more.

From making everyday essentials more affordable, to providing extra support through the cost of living crisis, employees can feel empowered to save money where it matters.



## OTHER DISCOUNTS

- > Discounts for Teachers, UNiDAYS, and StudentBeans are benefit providers for all University staff, and are also available to your families and retired teachers.
- > From holidays to car insurance, mobile phones to fashion, they offer exclusive deals from top names like Clarks, Hotpoint, Jet2holidays, and Energy Helpline.
- > To learn more, go to:  
[www.discountsforteachers.co.uk](http://www.discountsforteachers.co.uk)  
[www.myunidays.com](http://www.myunidays.com)  
[www.studentbeans.com/uk](http://www.studentbeans.com/uk)

**StudentBeans**

**UNiDAYS**

discounts  
for  
teachers

## LOCAL DISCOUNTS

There are a various local discounts available to University employees, including local childcare discounts and hotel discounts. These can be found under the 'Local Benefits' section on our Vivup portal.



**your  
voucher book.**








# Pensions




## TEACHERS' PENSION

- > Academic employees are contractually enrolled into the teachers' pension from day one of employment.
  - > Contributions from the University are a generous 23.68%, and employee contributions range from 7.4% to 11.7% (dependent on grade of role).
  - > You can find further information regarding teachers' pensions at:  
[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)
- 



## LGPS PENSION SCHEME

- > Professional and Support Staff at the University are contractually enrolled with the Local Government Pension Scheme.
  - > Teesside University contribute a minimum of 15.9%, and employees contribute a minimum of 6.8% depending on their grade.
  - > 50/50 scheme is available for those staff wanting to pay a lower amount into the pension scheme – please see website for further details.
  - > Further information can be found at:  
[www.lgpsmember.org](http://www.lgpsmember.org)
- 

## LIFE COVER

- > The Pension Scheme provides a Death in Service benefit of 3 x your annual salary, plus a pension for dependants.





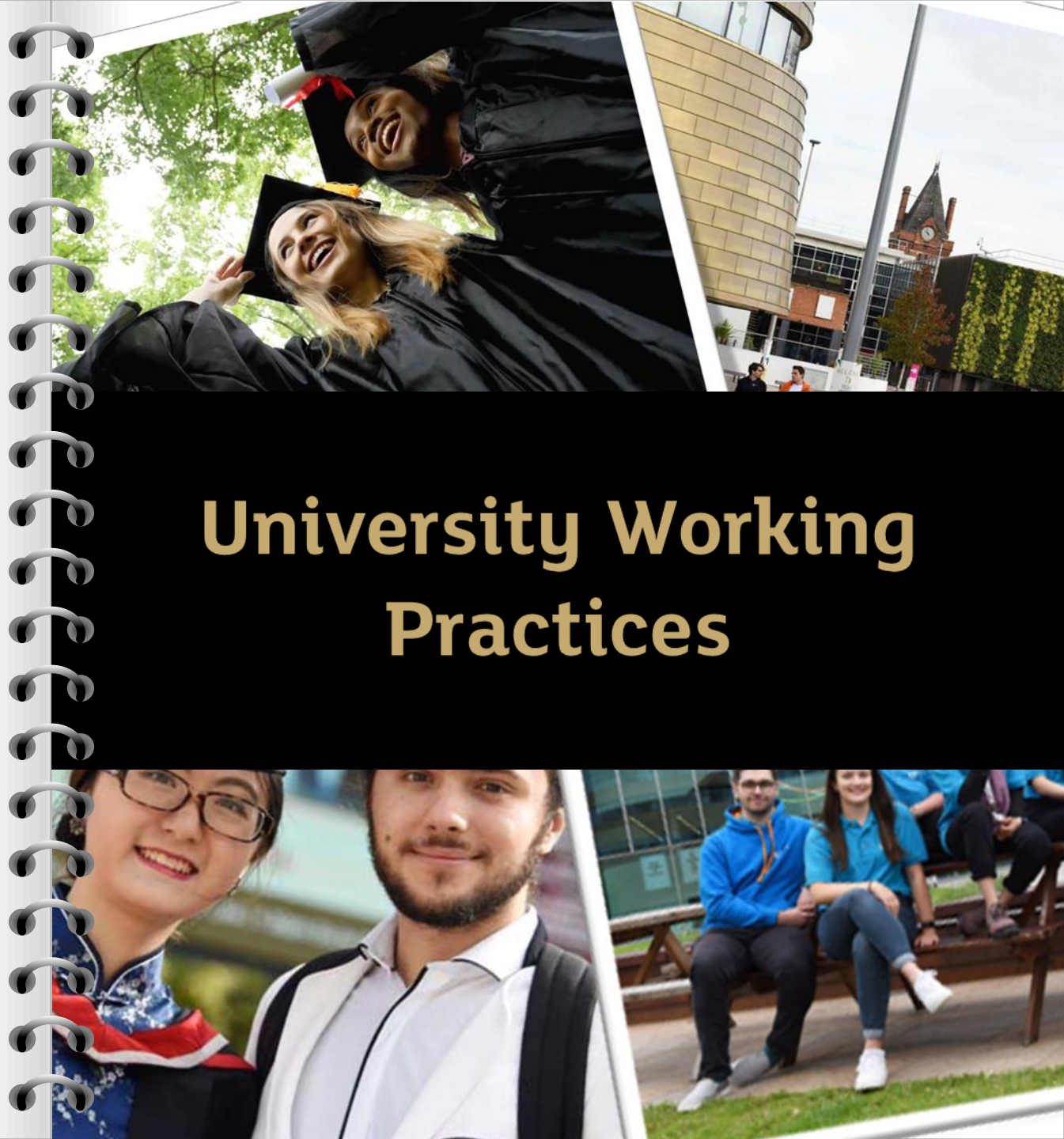
# VOLUNTARY CONTRIBUTIONS

Employees who pay into the University's two pension schemes (LGPS and TPS) can pay Additional Voluntary Contributions (AVCs) to build up a pot of money which is used to provide benefits on top of your pension benefits.

AVCs are taken directly from your pay before your tax is worked out, so if you pay tax, you will receive tax relief automatically.

lgps

TP Teachers'  
Pensions



## University Working Practices

# LEAVE ENTITLEMENTS

You are entitled to annual leave as part of your employment and, depending on your contract, will have between 16.5 – 35 days annual leave per year.

Your entitlement is in addition to statutory bank holidays and University Christmas closures.

Annual leave entitlements are pro-rata for part time members of staff.

Contract Type	Grade	Years in Service	Entitlement (Hours)	Entitlement (Days)
Administrative & Clerical, Technical, Manual	Any	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
Apprentice	Any	Any	185.0	25
Graduate Tutor	Any	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
Research	4 to 7	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
	8a to 8b	Any	259.0	35
Security	Any	< 3	198.0	16.5
		>= 3 and < 5	222.0	18.5
		>= 5	240.0	20
Senior Management / Senior Professional and Technical	Any	Any	259.0	35
Senior Management Team (UET)	Any	Any	222.0	30
Teaching / Professional / Senior Academic	Any	Any	259.0	35





## CHRISTMAS CLOSURE

- > The University operates a Christmas closure over the holiday period which does not effect your annual leave entitlement.
- > Each year, the closure dates will change in relation to when the bank holidays fall.
- > [Click here](#) to see this year's Christmas Closure dates.



## HYBRID WORKING

- > All staff are expected to work on campus for part or all of their working week on a 60:40 split.
- > The current agreed working pattern for those who are able to work in a hybrid nature is 3 days on campus, and 2 days working from home for full-time employees.
- > Flexibility is required for all staff. Some roles may not be able to work in a hybrid nature such as receptionist, security or cleaning staff.
- > If you have any queries regarding hybrid working, please speak with your line manager.



## FLEXI TIME

Teesside University operates a flexi-time scheme for staff on Administrative, Technical and Apprenticeship contracts, up to and including Grade 7.

The scheme enables eligible employees to flex their working hours between 08:00 – 09:30am, 12:00 – 14:00pm and 16:00 – 18:00pm depending on business needs.



## FAMILY-FRIENDLY POLICIES

- > All employees have access to a range of family-friendly policies which assist employees to take care of their families whilst enjoying a healthy work-life balance.
- > These include Maternity, Paternity, Shared Parental, Adoption & Surrogacy, and Starting Family Life guidance. The University offers 18 weeks' fully paid maternity or shared leave.
- > Once you start working at the University, you can view these policies here:

[Unity - Policies and Procedures](#)



## OCCUPATIONAL SICK PAY

Once you start work at the University you will be entitled to occupational sick pay. As your years of service increase, the level of sick pay increases, building up to 6 months' full pay and 6 months' half pay after 5 years of service. Below you will see entitlement for occupational sick pay.

- > During the 1st year of service: 1 month at full pay and, following completion of 4 months service, 2 months at half pay.
- > During the 2nd year of service: 3 months at full and 3 months at half pay.
- > During the 3rd year of service: 4 months at full and 4 months at half pay.
- > During the 4th and successive years: 6 months at full and 6 months at half pay.

## BE THE CHANGE

Be the Change is our workplace giving scheme, and will support a wide range of local charities and community groups who are doing excellent work in our region.

By participating in Be the Change, your salary will be rounded down to the nearest pound every month, and the pence amount will be added to our Community Fund to help local projects and charities that matter to you.

In practice, the most you will donate in any single month is 99 pence, and no more than £11.88 in total across a 12-month period.

The scheme will provide grants of up to £500, four times a year, and as a member of Be the Change, you can submit funding applications to request support for causes close to your heart.

Be the Change is an opportunity to make a significant difference in our region and champion the causes that can positively impact our communities, so please consider joining the scheme.

Full details of how the scheme works, including FAQs, are available on our Be the Change [webpage](#).



# ORGANISATIONAL DEVELOPMENT & LEARNING

We recognise that effective learning and development is vital to the success of the University, in facilitating the achievement of individual, team, directorate and University objectives.

The ODL team are committed to providing a flexible service that develops the professional skills, confidence, knowledge, behaviours, and expertise of current and future staff to contribute effectively in executing corporate strategy, as well as enabling individuals to achieve their full potential.

We believe that learning is a continuous journey towards improvement, high performance and career progression. Therefore, initial and continuing professional development is important, and taking time out of work is both valued and expected.

A wide range of development is available for all staff, regardless of role; this includes soft skills, self study, tailored learning, leadership and management programmes, and resources and toolkits. These will support all aspects of personal, professional and career aspirational development. Funding towards academic qualifications is available, and there is also the opportunity to study formal qualifications, fully or partly funded by the University, through the CSDB or apprenticeship route.

## New Starter Development

It is crucial that new starters are welcomed and supported as they transition into their new role at the University. A number of key development options are available and expected for all new staff from central, local and mandatory training. These include initial development and IDP/PDPR.

## Leadership and Management Development

The University believes that staff at all levels should 'lead' within their own role and area of influence; therefore, it is committed to supporting, inspiring, engaging and developing its leaders and managers through excellent people development strategies. Programmes available are Leadership & Management Development Framework, Managing Diversity, Recruiting People, and Leading and Managing Change.

## All Staff Development

Your continued development within your career at Teesside University can be supported by a number of additional courses, which are available to all staff. These could include academic development, IT qualifications, staff qualifications such as PGCEs, e-learning, coaching and mentoring, and higher degree apprenticeships.

## Academic and Researcher Development

A number of supporting development programmes are available for those wishing to engage in additional learning opportunities through the Research and Innovation Services department. Further information can be found on the [SLAR Unity page](#).

## Further Development

We can also offer support within digital, leading and managing change, all staff and tailored development support.





# Health & Wellbeing



## Care first

### EMPLOYEE ASSISTANCE PROGRAMME

- > Teesside University places great value on colleague health and wellbeing, and as such we offer a service, delivered by Care First, to give staff access to an **Employee Assistance Programme (EAP)**. The EAP offers Teesside University employees a free, confidential counselling service as well as other support services.
- > The EAP is a free, confidential service designed to help you with a wide range of work, family, and personal issues. Let your EAP support you on the issues that affect all of us at some point in our lives.
- > Topics include, but are not limited to:  
Addiction at Work, Bereavement & Loss, Fitness, Changes at Work, Childcare, Mental Health, Critical Incidents, Elderly Relatives, Nutrition & Diet, Fit Notes, Finances, Physical Health, Parenthood, Smoking & Drinking, Retirement, Relationships, Stress, Returning to Work, Your Home, Work/life Balance, Working Effectively, and Working Environment.



# HEALTH & WELLBEING CLINICS

We have a number of on-campus, student-led health & wellbeing clinics that students and staff can access free of charge.

The clinics are supported and supervised by experienced staff. Clinics include:

- > Sports Injury
- > Rehabilitation/Exercise
- > Massage
- > Chiropractic
- > Sport Performance Assessments
- > Health & Wellness Centre

For further information, email: [EmployeeEngagement@tees.ac.uk](mailto:EmployeeEngagement@tees.ac.uk)



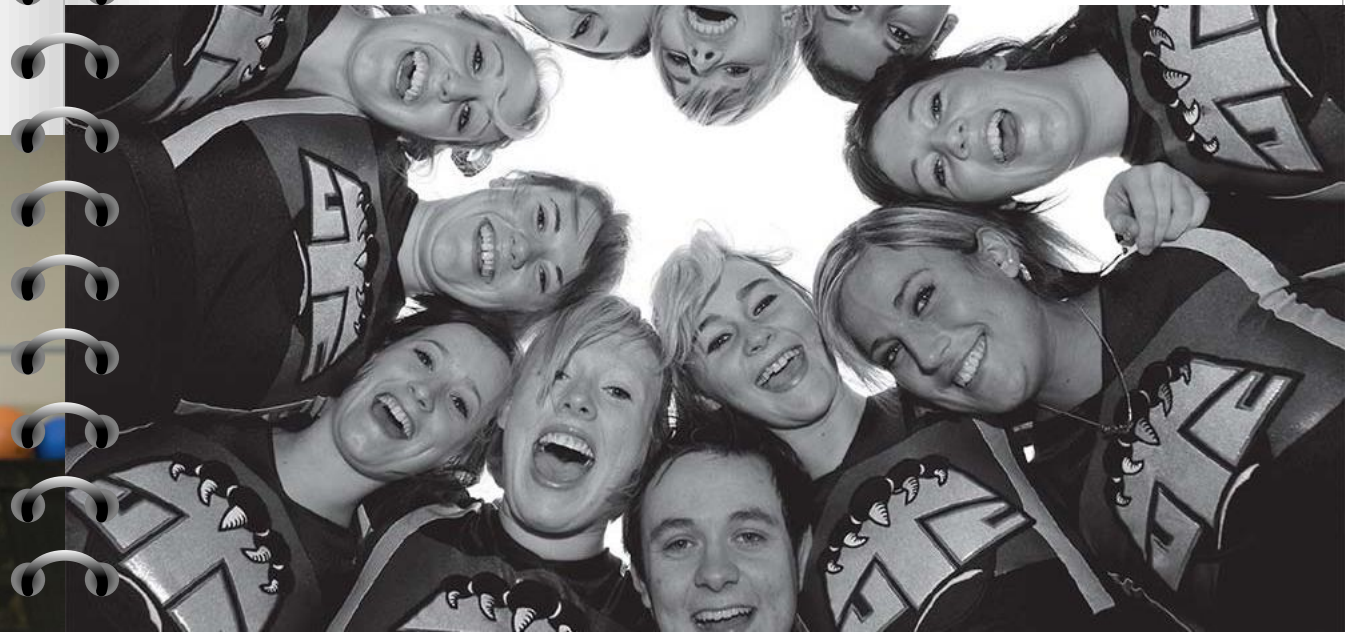
# TU SPORT

## Want to get fit and have fun?

Teesside Sport offer a number of lunchtime sports activities available to staff at various times throughout the year.

All sessions are free of charge, and no booking is required.

For more information, email: [p.bell@tees.ac.uk](mailto:p.bell@tees.ac.uk)







## GYM MEMBERSHIP

Putting health and well-being at the heart of the Middlesbrough campus and University life, this attractive, high-quality facility for staff and students provides:

- > state-of-the-art equipment
- > sprint track, free weights areas, cardio and resistance equipment, and flexible studio spaces
- > spinning studio
- > specialist treatment area
- > accessible 7 days a week

Gym memberships will be deducted directly from your salary.

For more information, go to:

[www.tees.ac.uk/sections/sport/gym.cfm](http://www.tees.ac.uk/sections/sport/gym.cfm)



## Travel







## CYCLE TO WORK SCHEME

- > Staff can take part in the Cycle to Work scheme, which can save money by spreading the cost of purchasing a bike.
- > Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing up-front, and the repayments are taken before tax and NI from your salary.
- > Further details can be found at:

[www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

## RAIL & BUS TRAVEL

- > The University wants to make it as easy as possible for staff to find greener ways of travelling to the University.
- > Annual rail & bus travel tickets usually work out to be a cheaper and more convenient way of using public transport.
- > To help spread the cost of an annual ticket the University is able to help staff by providing an interest free loan over 1 year for the purchase of a ticket. This loan is then repayable via monthly or weekly equal salary deductions.





## CAR LEASING SCHEME

- > Just like the Cycle to Work scheme, employees can sacrifice a fixed amount of their salary each month in exchange for a brand new car. Minimum salary restrictions apply.
- > The amount is taken before income tax and National Insurance, so employees can save on the contributions they pay. Not only that, but the set monthly amount includes fully comprehensive car insurance, road tax, breakdown cover, MOT, maintenance, replacement tyres, and accident assistance.
- > There are no up-front payments or deposits, and after the initial exclusion period, there is no charge for early termination of the agreement if employees resign or are made redundant. Customise a brand new car, understand exactly how much the monthly amounts will be and be confident that everything is taken care of.

**Tusker.**





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This publication is available in alternative formats on request.

**Teesside University**  
Middlesbrough  
Tees Valley  
TS1 3BX UX

T: +44 (0) 1642 218121  
[tees.ac.uk](https://tees.ac.uk)

