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Summary of Pay and Benefits

PAY

Salary

Within SPS, each role is attached to a Pay Band (B-I) with four pay points within each band (1-4). Our Joiner roles are Pay Band C roles and the annual salary values, from 1st April 2021, of the pay points are outlined below:

Point 1 £21,638

Point 2 £23,328

Point 3 £25,424

Point 4 £26,903

Pay Progression

Your salary may increase year-on-year until you reach the maximum salary for your grade. Salary pay points are reviewed from 1 April each year.

Working Additional Hours

Additional hours of work may be required occasionally, varying from post to post and you may be compensated through either taking time off at a later date or by payment. To be discussed and agreed with your Line Manager at the time.

There may be a requirement for you to work on-call hours, this varies depending on the role and location you are working within. If you are required to work on-call you'll receive additional payments for working on-call on a rotational basis and for each continuous period of 7 days you are rostered to work you will receive an On-call payment. The current rate of payment is £114.26 per week. Where you are required to work on-call, on average it is expected that you will work on-call one week in six.

PENSION

Pension Options

The SPS is a Civil Service employer and we offer a choice of two high quality pension schemes, allowing you flexibility to choose the pension arrangements that suit you best:

1. The ALPHA scheme is a defined benefit career average scheme.

If you decide to join our highly rated ALPHA Pension Scheme, you will pay a low level contribution of 4.6%, increasing to 5.45% (if you progress through the salary points) of your pensionable earnings, with SPS paying employer contributions on your behalf. The current contribution we pay to the ALPHA scheme on the Band C salary scale is 27.1% of pensionable earnings.

2. The PARTNERSHIP scheme is a money purchase stakeholder arrangement.

If you decide to join our PARTNERSHIP Pension Scheme, we will pay employer contributions based on your age that range from 8% to 14.75% of your pensionable earnings. You are not required to pay a personal contribution. However, if you do make personal contributions, we will match this with an additional employer contribution up to a maximum of 3% of your pensionable earnings.

As well as retirement benefits both schemes include ill health, life cover and family benefits.

If you have worked for a civil service employer before joining SPS, you may be able to continue with membership of your previous scheme.

New staff members will be issued a pension choices form to complete, but in the meantime will be automatically enrolled into the ALPHA scheme, until the pension choices form is received to confirm which scheme you would prefer to join.

Full details of both schemes can be found at <https://www.civilservicepensionscheme.org.uk/>.

CAREER DEVELOPMENT/PROGRESSION

When you join the SPS you will have the opportunity to expand your knowledge and skills to gain experience working on industrial/commercial systems. To support you we will invest in your development with opportunities to work towards industry recognised training and qualifications.

We are committed to nurturing and investing in our greatest strength and resource: our people.

Depending on your role and career plans, we will help you reach your full potential. We will invest in your development and create an environment that allows you to learn and apply new skills which can include development into management roles.

ANNUAL LEAVE

The SPS has a generous annual leave allowance. The annual leave year runs from 1 February to 31 January.

Service	Entitlement
Years 1 to 5	34 days
Over 5 years	42 days

Your annual leave entitlement includes 12 public & privilege days, including St. Andrews day. Annual leave is calculated on a pro-rata basis for part-time staff.

FAMILY FRIENDLY POLICIES

We understand the importance of a good work-life balance and we recognise that your personal circumstances may change over time. We offer a range of options to help you achieve the right work-life balance, such as flexible working, part-time working, and career breaks.

Maternity, Paternity and Adoption

We are committed to supporting you throughout any period of pregnancy or adoption, and in your responsibilities as a parent, offering generous support and maternity and paternity leave arrangements (above the statutory minimum where eligible), while continuing to recognise the positive contribution that you make.

Special Leave

Special leave allows staff members to apply for time off in addition to annual leave in certain circumstances. Special leave can be granted with or without pay.

EMPLOYEE DISCOUNTS SCHEME

We offer a range of value benefits to employees, discounts, offers and great savings on leisure, shopping, health and much more.

CAR PARKING FACILITIES

All SPS places of work have free staff car parking and cycling facilities.

HEATH AND WELLBEING

Sick Absence Provision

We provide an Occupational Sick Pay scheme where sick absence on full pay may be granted for up to 6 months of any 12 month period and thereafter sick leave on half pay, subject to a maximum of 12 months' sick leave in any 4 year period.

Eye Care Plan

We provide free eyesight tests for staff and where prescription spectacles are needed for particular work tasks, you can choose from a range of styles without charge.

Employee Wellbeing Programme (EWP)

Balancing the demands of work and your personal life is not always easy. Our Employee Assistance Programme is a free confidential 24-hour service providing specialist support and information for you and your immediate family on life management, health information and personal support for the times when you need it most. This service also offers free confidential counselling sessions.

Lifestyle Screening

To promote and encourage healthy lifestyles SPS have introduced health screening for staff once every three years including tests to identify your blood pressure, BMI, waist/hip ratio and cholesterol.

Gym

Many of our sites offer free staff gymnasiums.

Cycle to Work

SPS, at times, operates a cycle to work scheme. This allows staff members to make tax and NI savings through salary sacrifice.